SEAVUS ProjectViewer

THE COMPLETE VIEWER FOR MS® PROJECT

User Manual

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Chapter 1: Welcome To Seavus Project Viewer

In this section you will learn:

- ✓ What is Seavus Project Viewer
- ✓ Who can use Seavus Project Viewer

Introduction

Seavus Project Viewer is a complete viewer for Microsoft® Project plans stored in .mpp files. It facilitates excellent collaboration in those projects where people and teams need to view and share information from project managers.

Seavus Project Viewer is a lightweight and fast standalone application that reads the native .mpp file format and does not require a previous installation of Microsoft® Project on the user's computer.

It is capable of reading project information from project plans created in 2002, 2003, 2007 and 2010 and displays an extensive set of views over the project information.

The new version of Seavus Project Viewer, 5.3, closely matches the capabilities of Microsoft® Project 2003, Microsoft® Project 2007 and Microsoft® Project 2010 when working with read-only project plans. It also provides a very close look & feel/implementation of the features in Microsoft® Project and requires no additional training for those users with previous Microsoft® Project experience.

If you would like to read about the new enhancements in version 5.3, see section "What's New in Using Seavus Project Viewer" in this manual.

For additional information about the benefits of Seavus Project Viewer that individual users and organizations can gain by using Seavus Project Viewer, see the section titled "Benefits of Using Seavus Project Viewer" in this manual.

What's New in Using Seavus Project Viewer

Seavus Project Viewer 5.3 contains an extensive set of additional features for working with project plans as well as for collaboration with Project managers and other Team members via Google Apps.

Below is the list of supported options categorized by view types:

New Features

- Timeline View (New)
- Team Planner View (New)
- Open Password Protected Files (New)

Additional Improvements

- Work with Resource Sort (Improved)
- MSP Add-in - Working with Task Update (Improved)
- MSP Add-in - Work with GApps (Improved)

Benefits of Using Seavus Project Viewer

With Seavus Project Viewer, users are able to open native Microsoft® Project files (.mpp) and read/view and print project plans while eliminating the need to purchase the more expensive Microsoft® Project suite of products.

Typically, Users can be categorized into three groups: Team Members (personnel involved in the project implementation), Executives (executive management supervising the projects) and External users (vendors, distributors, sub-contractors, customers, i.e. all personnel outside the organization involved in project implementation or monitoring). Analysis shows that the number of users with project plan viewing needs is significantly greater than the number of users that create project plans.

Due to high cost involved in using a full copy of Microsoft® Project for users with occasional need to view project plans, many organizations decide to provide project information to them by using exported files or static copies (pictures) of the plans.

These static views often leave out critical information that can only be seen by looking at several different views of the same project. For example, a user might need to look at the Gantt chart and then look at the 'task information' for a selected task and then look at the resources assigned to that particular task. This information is often missing when static views are given to users. There is a more productive way for companies to share this information.

By using Seavus Project Viewer with its complete viewing capabilities, organizations can improve their project execution, control and monitoring processes by providing the same information to all users involved in a project. Seavus Project Viewer enables project managers to communicate with the rest of the project users by showing all formatting, drawings, highlighting, grouping, and data organization in general as defined in Microsoft® Project.

Finally, Seavus Project Viewer displays project information and views with 100% accuracy, presenting the same project views as the project manager created them in Microsoft® Project.

Chapter 2: User Reference

In this section you will learn:

- ✓ About the menus and toolbars in Seavus Project Viewer
- ✓ About the filters, groups, tables and reports in Seavus Project Viewer
- ✓ About the additional features available in Seavus Project Viewer

Menus

File

This menu allows you to open project plans, print the opened plan, exit the program, etc. The table below shows the available actions found under this menu.

	Feature	Description
	Open…	Shows the Open File dialog where you can browse for and select a project plan (.mpp, .xml, .mpx, .spp, .mpd, .ssv or .mdb file) to open in Seavus Project Viewer.
	Recent Files	This is a sub-menu that contains a list of files you have recently opened, providing a quick shortcut option for opening them again without going through the Open File dialog.
	Close	Closes the currently opened file.
	Save Updates	Saves the updates on that's that you have entered for the collaborated project (available only if Task Update feature is enabled)
	Open Cached Files	Opens a list of cached files locally on your PC when there is no connection to the Seavus Project Server (Collaboration feature)
	Open File from Server	Opens list of files uploaded on the Seavus Project Server (Collaboration feature)
	Save Cache	Saves opened project from Seavus Project Server locally on your PC (Collaboration feature)
	Import from	This sub-menu contains a list of applications from which Seavus Project Viewer can import entire project plans.
	Export to	This sub-menu contains a list of formats and applications to which Seavus Project Viewer can export the information

		from the currently active view, i.e. its associated table.
	Page Setup…	Opens the Page Setup dialog for the currently active view.
	Print Preview	Shows the Print Preview window for the currently active view.
	Print…	Shows the Print dialog where you can choose a printer to print the currently active view.
	Send to	This sub-menu contains a list of features that allow users to send the project files trough Microsoft® Outlook
	Properties	Opens the File Properties dialog for the currently opened file, where you can find information like document title, author and company name, file name, location and size.
	Exit	Closes the main windows and exits the program

Additional reading

- Go to the "Printing" section for more information about printing and printing options
- Importing functionality is described in the "Import" section
- Exporting functionality is described in the "Exporting" section
- Sending functionality is described in the "Send To" section
- Go to the "Window" menu reference for information about opening multiple files in Seavus Project Viewer at once

Edit

This menu allows you to search through the task and resource information or directly go to a task or a position on the timeline in the selected view. The table below shows the available actions found under this menu.

	Feature	Description
	Find…	Provides an opportunity to search through the tasks or resources in the currently active view by using different criteria
	Go To…	Provides an option to directly go to a task (by its ID) or position on a timeline (by date) in the currently active view
	Hyperlink	Opens a sub-menu with options to work with the associated hyperlink (if any) of the selected task or resource from the current view. See section "Hyperlink" for more information.

Additional reading

You can read everything about views in Seavus Project Viewer in the "Views" section of this manual.

Hyperlink

This sub-menu provides several options to work with hyperlinks associated with tasks and resources. The table below shows the available actions found under this menu.

	Feature	Description
	Open	Opens the hyperlink associated with the selected task or resource in the current view
	Open in New Window	Like the previous action, this one opens the hyperlink as well, but in a new window
	Copy Hyperlink	Copies the hyperlink (e.g. the URL it points to) associated with the selected task or resource in the current view to the clipboard, so it can be pasted in other applications
	Add to Favorites...	Adds a link in the favorites list to the hyperlink associated with the selected task or resource in the current view

Additional reading

You can read everything about views in Seavus Project Viewer in the "Views" section of this manual.

View

This menu provides options for the user to switch between the different views, switch the tables associated with a view, view reports, zoom the current view, etc. The table below shows the available actions found under this menu.

Feature	Description
[Task Views]	In this section of the View menu, a list of task views (views showing tasks in different ways) which are selected to be shown in the menu for a quick access (e.g. most frequently used ones) is listed. Usually, i.e. by default, this group of views contains the following views: Calendar, Gantt Chart, Task Usage, Network Diagram, and Tracking Gantt.
[Resource Views]	In this section of the View menu, a list of resource views (views showing resources in different ways) which are selected to be shown in the menu for a quick access (e.g. most frequently used ones) is listed. Usually, i.e. by default, this group of views contains the following views: Resource Graph, Resource Sheet, and Resource Usage.
Chart View...	Opens up a dialog with selection of charts organized in 3 categories (Bar Charts, Line Charts and Pie Chart).
More Views...	Opens up a dialog that lists all available views, regardless if they are visible in the menu or not. You can choose to display a view in the View menu by checking the checkbox

		next to the view name in the list or show a view by selecting the view in the list and clicking on the *Apply* button.
	Table: [CurrentTable]	This item shows the currently associated table with the view currently active in the display. It also opens a sub-menu with options to change the associated table. See section "**Error! eference source not found.**" for more information.
	Reports…	Opens up a dialog with selection of reports organized in categories.
	Toolbars	Opens up a sub-menu with options to manipulate the application toolbars. See section "**Error! Reference source ot found.**" for more information.
	View Bar	Toggles between showing and hiding the view bar, i.e. the left bar showing the most frequently used views, as they are setup to appear under the View menu as well.
	Search	Toggles between showing and hiding the search bar, i.e. bar located on the right side for searching various terms in tasks and resources.
	Zoom…	Opens up a dialog with different options to zoom the information shown in the view, e.g. zoom to 1 week, 2 weeks, 1 month, entire project, etc.

Additional reading

- Read more about setting up the default views in Seavus Project Viewer in the "Global template" section
- You can read everything about views and related functionality in Seavus Project Viewer in the "Views" section
- You can read everything about charts and related functionality in Seavus Project Viewer in the "Charts" section
- Deeper coverage of reports and options for working with them is given in the "Reports" section
- You can find more information how to use the View Bar in the "View bar" section

Tables

This menu provides options to change the table associated with a view and switch to some of the other available tables or create a completely new table of your own. The table below shows the available actions found under this menu.

	Feature	Description
	[Tables]	In this section of the Tables sub-menu, a list of task or resource tables (depending of the view currently active) which are selected to be shown in the menu for a quick access (e.g. most frequently used ones) is listed. Usually, i.e. by default, this group contains the same tables as in

	Microsoft® Project when started for the first time. Clicking on one of the tables changes the table associated with the currently active view.
More Tables…	Opens up a dialog with all available task and resource tables, regardless if they are visible in the Tables sub-menu or not. You can choose to display a view in the Tables sub-menu by checking the checkbox next to the table name in the list or show a view by selecting the view in the list and clicking on the *Apply* button. In this dialog, you can also manipulate the tables by editing/deleting the existing ones or create new one.

Additional reading

- Read more about setting up the default views in Seavus Project Viewer in the "Global template" section
- You can read everything about views and related functionality in Seavus Project Viewer in the "Views" section
- Deeper coverage of reports and options for working with them is given in the "Reports" section
- You can find more information how to use the View Bar in the "View bar" section

Toolbars

This menu provides options to manipulate the available toolbars in the application. The table below shows the available actions found under this menu.

Feature	Description
Standard	Toggles between showing and hiding the "Standard" toolbar in the application.
Formatting	Toggles between showing and hiding the "Formatting" toolbar in the application.
Tracking	Toggles between showing and hiding the "Tracking" toolbar in the application.
Charts	Toggles between showing and hiding the "Charts" toolbar in the application.
Custom forms	Toggles between showing and hiding the "Custom Forms" toolbar in the application.
Collaborate	Toggles between showing and hiding the "Collaborate" toolbar in the application.
Customize…	Opens up a dialog which provides extensive set of options for customizing the toolbars, menus, and keyboard shortcuts.

Additional reading

- Read more about setting up the default views in Seavus Project Viewer in the "Standard toolbar", "Formatting toolbar", "Tracking toolbar" and "Charts toolbar" section correspondingly
- You can read everything about views and related functionality in Seavus Project Viewer in the "Customizing Toolbar" section

Insert

This menu provides options to insert fields in the different views. The table below shows the available actions found under this menu.

	Feature	Description
	Column	Inserts a new field (column) in the associated table of the currently active view.

Additional reading

- You can read everything about tables and related functionality in Seavus Project Viewer in the "Tables" section
- In addition, you can read everything about views and related functionality in Seavus Project Viewer in the "Views" section
- Now you can add and view Enterprise columns (Enterprise Custom Fields) from you Enterprise Project imported from the Microsoft Office Project Server 2007. For the supported Enterprise fields, please see Additional Features – "Enterprise Custom Fields" section.

Format

This menu provides options for formatting different aspects of the currently active view. The table below shows the available actions found under this menu.

Feature	Description
Timescale…	Opens up a dialog for formatting the timescale of the currently active view (if the view supports this feature).
Timeline Tasks	Opens a dialog with a task list for showing/hiding tasks on/from the timeline in the Timeline view
[Detail Styles]	Opens up a dialog for formatting the detail styles of the currently active view (if the view supports this feature). This feature depends on the active view.
Details	Shows a sub-menu containing a list of detail fields that can be shown for the currently active view (if the view supports this feature). Depending on the view, the sub-menu will be populated with time-phased fields supported by the view to be shown in the "usage" table or graph and selected for

		quick access in this sub-menu. More detail fields can usually be accessed using the Detail Styles action, described above. This feature depends on the active view.
	Layout...	Opens up a dialog for configuring the layout of the currently active view (if the view supports this feature). This feature depends on the active view.

Additional reading

- You can read everything about views and related functionality in Seavus Project Viewer in the "Views" section. This section also gives you an overview of the supported layout, formatting and styles options, as well as supported detail field for each view type
- The options for formatting the timescale are covered in details in the "Timescale formatting" section
- The options for formatting the detail styles are described in the "Detail styles formatting" section
- Information about configuring the layout options is available in the "Layout formatting" section

Tools

This menu provides options for configuring the program options, menus, language and toolbars, or set-up one or more progress lines for tracking tasks in Gantt Chart views. The table below shows the available actions found under this menu.

	Feature	Description
	Progress Lines...	Opens up a dialog for configuring the progress line(s) shown in the currently active Gantt Chart view. This feature is not available for other views, except Gantt Chart views.
	Links Between Projects	Opens up a dialog which provides information regarding the external tasks predecessors and successors in the project plan
	Customize...	Opens up a dialog which provides extensive set of options for customizing the toolbars, menus, and keyboard shortcuts.
	Options...	Opens up a dialog with configuration options for the application.
	Collaboration Mode	
	Google Apps	
	Save My Settings - User Profile	Opens a sub-menu with features for saving the settings that are made in the application
	Language	Opens a sub-menu with languages that are available for Seavus Project Viewer. You can switch the application

	language by simple click on the desired language and restarting of the application.

Additional reading

- Read more about the progress lines and their options in the "Progress Lines" section
- Detailed information about the program options is available in the "Program Options" section
- More information about creating own toolbars, or customizing the existing ones can be found in the "Customizing toolbars" section

Project

This menu provides various functions for organizing the project information in the active view and accessing the information dialogs for the project or the selected task, resource, or assignment. The table below shows the available actions found under this menu.

	Feature	Description
	Sort	Opens up a sub-menu containing various sort options available for the current view. See section "**Error! eference source not found.**" for more information.
	Filtered for: [CurrentFilter]	Shows the currently active filter and opens up a sub-menu containing various filtering options available for the current view. See section "**Error! Reference source not ound.**" for more information.
	Group by: [CurrentGroup]	Shows the currently active group and opens up a sub-menu containing various grouping options available for the current view. See section "**Error! Reference source ot found.**" for more information.
	Outline	Opens up a sub-menu containing various outline options available for the current view. See section "**Error! eference source not found.**" for more information.
	[Task/Res./Ass. Information]	Opens up the information dialog for the selected task, resource, or assignment.
	[Task/Res./Ass. Notes]	Just like the previous command, it opens up the information dialog for the selected task, resource, or assignment, but it goes directly to the Notes tab of the dialog.
	Project Information…	Opens up the Project Information dialog.

Additional reading

- Section "Information dialogs" provides more information about the project, task, resource, and assignment dialogs available in Seavus Project Viewer.

Sort

This sub-menu contains different sorting options. They are shown in the table below.

	Feature	Description
	[Sorts]	Depending on the view type (showing tasks or resources), this section of menu items contains a list of pre-defined sorting options. For task views, the available options are: • by Start Date • by Finish Date • by Priority • by Cost • by ID For resource views, the list contains the following options: • by Cost • by Name • by ID Clicking on one of the options, the tasks or resources shown in the active view are sorted by the field specified in the options in ascending order.
	Sort by…	Opens up a dialog for specifying custom sorting criteria, where you can choose up to three fields for sorting and choose the direction in which the values in the selected fields should be sorted.

Additional reading

- You can check which views support sorting functionality in Seavus Project Viewer in the "Views" section

Filters

This sub-menu contains different filtering options. They are shown in the table below.

	Feature	Description
	[Filters]	This section of menu items contains a list of filters that are selected to be accessible through the menu (as a quick access list). Usually, i.e. by default, this section contains the same filters as in Microsoft® Project when started for the first time. Clicking on one of the filters activates the particular filter for the currently active view.
	More Filters…	Opens up a dialog with all available filters, regardless if they are visible in the section specified above or not. This dialog lets you choose which filters should be accessible through the menu (by ticking the checkbox next to the filter name) or activate a filter (by selecting it and clicking the Highlight or

		Apply button).
	AutoFilter	Activates the "AutoFilter" feature for the currently active view.

Additional reading

- You can read everything about filters and filtering functionality in Seavus Project Viewer in the "Filters" section
- In addition, you can check which views support filtering functionality in Seavus Project Viewer in the "**Error! Reference source not found.**" section

Groups

This sub-menu contains different grouping options. They are shown in the table below.

	Feature	Description
	[Groups]	This section of menu items contains a list of groups that are selected to be accessible through the menu (as a quick access list). Usually, i.e. by default, this section contains the same groups as in Microsoft® Project when started for the first time. Clicking on one of the groups activates the particular group for the currently active view.
	More Groups...	Opens up a dialog with all available groups, regardless if they are visible in the section specified above or not. This dialog lets you choose which groups should be accessible through the menu (by ticking the checkbox next to the group name) or activate a groups (by selecting it and clicking the Apply button).

Additional reading

- You can read everything about groups and grouping functionality in Seavus Project Viewer in the "Groups" section
- In addition, you can check which views support grouping functionality in Seavus Project Viewer in the "Views" section

Outline

This sub-menu contains different outlining options. They are shown in the table below.

	Feature	Description
	Show Subtasks	Clicking this action expands the subtasks of the selected task in a task view, causing them to show on the view
	Hide Subtasks	Clicking this action collapses the subtasks of the selected task in a task view, causing them to be hidden from the

		view
	[Show/Hide Assignments]	Toggles between expanding and collapsing the assignments in the Resource Usage and Task Usage views. When assignments are hidden, only summary work grouped by resources/tasks is shown in the view.
	Show	Opens up a sub-menu for choosing the maximum outline level at which tasks should be shown (expanded) in the view. The sub-menu contains an option to choose to show all subtasks or select an outline level of 1-9 at which tasks should be shown, i.e. expanded.
	[Show/Hide Outline Symbols]	Toggles between showing/hiding the ⊞ and ⊟ outline symbols in the view.

Additional reading

- You can check which views support outlining functionality in Seavus Project Viewer in the "Views" section

Window

This menu contains options for splitting the Seavus Project Viewer window in two parallel views or open another window with a different (or the same) file. The table below shows the available actions found under this menu.

	Feature	Description
	Open in New Window…	Similar to functionality with Open, but when you open an .mpp file using this action, a new Seavus Project Viewer window is opened with the selected file, while the currently opened file remains in the old Seavus Project Viewer window.
	[Split/Remove Split]	Toggles between activating/removing the split views functionality.

Additional reading

- You can read more about split views functionality in section "Combined views".

Collaborate

This menu contains options that enable the Seavus Project Viewer user to collaborate and exchange task updates information with the Project Manager. The table below shows the available actions found under this menu.

	Feature	Description
	Log in to Server/Log Out	Logs in to or Logs out from the Collaboration Server.

	Upload Changes (Submit Updates)	Uploads the changes to the Collaboration Server – submits them to the Project Manager. The changes will be uploaded on the server and they will have pending status until the Project Manager approves, rejects or modifies them.
	Get My Tasks	Team member gets all of his tasks within the selected period of time - current day, date range, current week, current month or all available tasks
	Get Projects	Lists the projects on which the Team member has been assigned by the Project Manager. The Team member from here opens the desired project by selecting it from the list and clicking Open.
	My Updates	Shows all changes that the Team member has made on the tasks on which he has been assigned to, that are still not submitted to the Project Manager.
	Pending Updates	Shows the submitted updates that are still waiting for approval from the Project Manager.
	Updates History	Shows reviewed updates along with the task details and the feedback from the Project Manager including reply comments and information whether the update has been accepted, rejected or modified, described by the color of the task name.
	Recent Changes	Displays all collaboration notifications regarding issues, wikis, Project Manager's updates, responses (accepted, rejected, modified) and notifications related to appropriate tasks and projects.
	Collaborate Options	Opens the configuration window for the Collaborate tool
	E-mail my supervisor	Sends email message to the Project Manager or other supervisor.
	Preview changes	Highlights the changes on the tasks that the Team member has updated.
	Legend	Lists and explains the meaning of each color applied on the updated tasks

Help

This menu provides you with access to the integrated help system in Seavus Project Viewer and the Live Update functionality for Seavus products. The table below shows the available actions found under this menu.

	Feature	Description
	Contents	Opens up the Contents menu of the context help, which lets you to navigate the entire help through the available categories organized in hierarchy
	Index…	Opens up the index of the context help which lets you quickly access information about a particular issue by using a keyword based search of the help index
	E-mail our support	Opens a dialog form where user can submit issues,

	team	questions or comments regarding Seavus Project Viewer to the Seavus support team.
	Propose a feature	Opens a dialog form which allows user to email suggestions on a new feature or feature's improvement to the Seavus support team.
	Chat with your support angel	Opens a page that allows user to chat with the Seavus support officer.
	Related solutions	Opens the official Seavus web page where user can see other Seavus products.
	Run Live Update	Runs a check of available upgrades of the program and downloads them through the Seavus Live Update system.
	Customer Support…	Opens the Customer Support dialog, where you can find information how to contact the Seavus Customer Support center.
	About Seavus Project Viewer…	Opens up the About dialog for the product.

Additional reading

- Section "How to get new upgrades with Live update" provides detailed description about using the Live Update functionality and program upgrade options in Seavus Project Viewer

Toolbars

Standard Toolbar

This toolbar contains the most common actions used when viewing the projects in Seavus Project Viewer, as shown on the figure below:

The following tables lists the commands found in the toolbar.

	Feature	Description
	Open/Open recent	Displays the Open dialog box so that you can open an existing project file. In addition, when clicking on the ▾ arrow, a sub-menu that contains a list of files you have recently opened is shown, providing a quick shortcut option for opening them again without going through the Open dialog
	Close	Closes the currently opened project file.
	Save Updates	

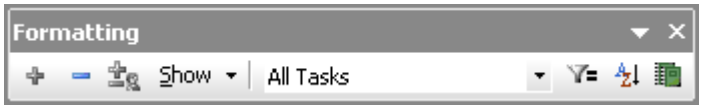
	Import from ProjectOffice.net	Opens dialog boxes for assigning and opening project plan published on ProjectOffice.net.
	Import from Project Server 2007	Opens a dialog box with project plans that are published on Project Server 2007.
	Page Setup	Displays the Page Setup dialog, where you can set different print configuration options for the currently active view.
	Print	Displays the Print dialog where you can choose a printer to print the active view.
	Print Preview	Displays each page of the active view as it will look when printed. The status bar at the bottom of the screen shows the current page number and the total number of pages in the selected view.
	[Task/Res./Assign. Information]	Displays task, resource, or assignment information in the standard Information dialogs.
	[Task/Res./Assign. Notes]	Displays the Notes tab in the Information dialog box of the task, resource, or assignment.
	Group by	Displays the name of the grouping applied to the active view and lists the groupings available for the view.
	View Search	Opens a search bar that allows searching various terms in tasks and resources.
	Zoom in	Shows a smaller time increment on the timescale
	Zoom out	Shows a larger time increment on the timescale
	Entire Project	Presents entire project plan on the screen
	Go to selected task	Moves to the area on the Gantt Chart containing the bar for the selected task
	Help	Displays the Seavus Project Viewer help window

Additional reading

- Go to the "Printing" section for more information about printing and printing options
- You can read everything about views in Seavus Project Viewer in the "Views" section of this manual
- Section "Information dialogs" provides more information about the project, task, resource, and assignment dialogs available in Seavus Project Viewer.
- You can read everything about groups and grouping functionality in Seavus Project Viewer in the "Groups" section
- More information about creating own toolbars, or customizing the existing ones can be found in the "Customizing toolbars" section

Formatting Toolbar

This toolbars contains the most common options for formatting the information in the views in Seavus Project Viewer, as shown on the figure below:



The following tables lists the commands found in the toolbar.

	Feature	Description
	Show subtasks	Displays the subtasks that are one level below the selected summary tasks
	Hide subtasks	Hides the subtasks of the selected summary tasks
	[Show/Hide Assignments]	Toggles between displaying and hiding the assignments in the usage views
	Show [outline level selection]	Opens up a sub-menu for choosing the maximum outline level at which tasks should be shown (expanded) in the view. The sub-menu contains an option to choose to show all subtasks or select an outline level of 1-9 at which tasks should be shown, i.e. expanded
	Filter	Displays the name of the filter applied to the active view and lists the filters available for the view
	AutoFilter	Displays or hides the AutoFilter of the column headings, which appear in the sheet views
	Sort By...	Opens up a sub-menu containing various sort options available for the current view
	Reports...	Opens up a dialog with selection of reports organized in categories

Additional reading

- You can read everything about views in Seavus Project Viewer in the "Views" section of this manual
- You can check which views support outlining functionality in Seavus Project Viewer in the "Views" section
- You can read everything about filters and filtering functionality in Seavus Project Viewer in the "Filters" section
- More information about creating own toolbars, or customizing the existing ones can be found in the "Customizing toolbars" section

Tracking Toolbar

This toolbar contains features which are useful when tracking the project progress using Seavus Project Viewer.

The following tables lists the commands found in the toolbar.

	Feature	Description
	Project Statistics	Displays the Project Statistics dialog box, which shows the project start and finish dates, duration, work, and cost
	Progress Lines	Opens up a dialog for configuring the progress line(s) shown in the active Gantt Chart view. Progress lines connect those tasks that are currently scheduled to have started but are not yet finished to a vertical line on the Gantt Chart that represents the progress date.
	Add Progress Line	Allows you to add a progress line to one of the Gantt views. The pointer becomes a . Drag the pointer and click the desired date in the chart portion of the view to set the progress line.
	Using Resource	Filters your view with the Using Resource filter, which is an interactive filter that prompts you for the resource whose tasks you want to view. This filter is especially helpful for evaluating the progress of a specific resource.

Additional reading

- You can read everything about views in Seavus Project Viewer in the "Views" section of this manual
- Read more about the progress lines and their options in the "Progress Lines" section
- You can read everything about filters and filtering functionality in Seavus Project Viewer in the "Filters" section
- More information about creating own toolbars, or customizing the existing ones can be found in the " Customizing toolbars" section

View

The View Bar appears along the left edge of the Project window and provides a convenient means of changing views by just clicking the icons that appear on the View Bar. If the view you want to display does not appear on the View Bar, click More Views on the View Bar, and then select the view from the More Views dialog box.

If you do not want Seavus Project Viewer to display the View Bar, click View Bar on the View menu. Alternatively, you can click Options on the Tools menu. In the Show box, select or clear the View bar check box.

The views shown on the View Bar are the same as those shown in the View menu, i.e. their appearance in the View Bar is defined by the "Show in menu" checkbox in the More Views dialog. By default, the View Bar contains icons for the following views:

	Feature	Description
	Calendar	A monthly calendar showing tasks and durations. Use this task view to show the tasks scheduled in a specific week or range of weeks
	Gantt Chart	A list of tasks and related information, and a chart showing tasks and durations over time. Use this task view to the list of tasks and their schedule
	Network Diagram	A diagram showing all tasks and task dependencies. Use this task view to view your schedule in a flowchart format
	Task Usage	A list of tasks showing assigned resources grouped under each task. Use this task view to see which resources are assigned to specific tasks
	Tracking Gantt	A list of tasks and related information, and a chart showing baseline and scheduled Gantt bars for each task. Use this task view to compare the baseline schedule with the actual schedule.
	Resource Graph	A graph showing resource allocation, cost, or work over time. Use this resource view to display information about a single resource or group of resources over time.
	Resource Sheet	A list of resources and related information. Use this resource view to review resource information in a spreadsheet-like format.
	Resource Usage	A list of resources showing allocation, cost, or work information for each resource over time. Use this resource view to show cost or work allocation information for each resource
	Chart View	Set of charts that give visual presentation of numerical values from project plan. Use these charts to examine the trends that exist in the project plan, to analyze the relationships between different project's parts or to analyze the project's costs or resource assignments.

Status Bar

The status bar displays information at the bottom of the Microsoft Project window about the current activity or mode.

To show or hide the status bar, click Options on the Tools menu. In the Show box, select or clear the Status bar check box.

The right side of the status bar shows whether the Extend Selection, Caps Lock, Num Lock, Scroll Lock, and Overtype, modes are turned on.

The left side of the status bar displays the description of the menu actions and/or toolbar buttons when the mouse is hovering on top of them.

Charts Toolbar

This toolbar contains the most common actions used when viewing the projects in Seavus Project Viewer, as shown on the figure below:

The following tables lists the commands found in the toolbar.

	Feature	Description
	Bar Chart	A chart showing resource's cost or works over time. Use this chart view to present data using rectangular about single resource or a group of resources over time.
	Bar Chart Stacked	A chart showing summary resource's cost or works over time. You can use this chart to display information using rectangular about single resource or group of resources over time
	Line Chart	A graph showing resources cost or works over time, using data points and lines for presenting project's information.
	Line Chart Stacked	A graph showing summary resources cost or works over time, using data points and lines for presenting project's information.
	Pie Chart	A chart that emphasize resources cost or works. You can use this view the proportion of cost or work between resources in the project plan.
	Chart Timescale In	Shows a smaller time increment on the chart's timescale
	Chart Timescale Out	Shows a larger time increment on the chart's timescale
	Modify Chart Data	Chart wizard that allows you to change the project's parameters (task attributes or resources) that are presented in the graph

Custom Forms Toolbar

This toolbar contains the most common actions used when viewing the projects in Seavus Project Viewer, as shown on the figure below:

The following tables lists the commands found in the toolbar.

	Feature	Description
	Entry	Displays the Entry window where you can view the main task's information such as: Name, Duration, Start and Finish Date.
	Cost Tracking	Displays the Cost Tracking window where you can view the cost information for the task, such as: Total Cost, Baseline Cost, Variance, Fixed Cost, Actual Cost and Remaining Cost, as well as the task's Duration, Work, % Complete and % Work Complete.
	Work Tracking	Displays the Work Tracking window where you can view the progress information for the task, such as: Total Work, Actual Work Baseline Work, % Complete, Remaining Work and Variance, as well as the Task Name, Resource Name, Duration, and % Complete.
	Schedule Tracking	Displays the Schedule Tracking window where you can view the schedule information for the task, such as: Baseline Start Schedule Start, Variance, Baseline Finish, Baseline Schedule, Variance, as well as the Task Name, Resource Name, Duration, and % Complete.
	Task Relationship	Displays the Task Relationship window where you can view the task's predecessors and successors.
	Tracking	Displays the Tracking window where you can view the information for the task, such as: Task Name, % Complete, Actual Start, Actual Finish, Start, Finish, Duration and Remaining Work.

Customizing Toolbar

A menu displays a list of commands. Some of these commands have images next to them so you can quickly associate the command with the image. Most menus are located on the menu bar, which is the toolbar at the top of the screen. Toolbars can contain buttons, menus, or a combination of both.

You can customize menus and toolbars yourself; you can add and remove buttons and menus on toolbars, create your own custom toolbars, hide or display toolbars, and move toolbars. You can customize the menu bar the same way you customize any built-in toolbar – for example, you can quickly add and remove buttons and menus on the menu bar – but you cannot hide the menu bar.

You can use the Customize dialog available on the Tools menu, or the Toolbars sub-menu of the View menu to customize menus and toolbars yourself. It enables you to do the following:

- Create a custom toolbar or menu
- Rename a custom toolbar or menu
- Delete a custom toolbar or menu
- Show or hide a toolbar
- Add a button, menu, or a command to a toolbar
- Move or copy a button, menu, or menu command
- Rename a button, menu command, or menu
- Delete a toolbar button or a menu command
- Change a picture on a toolbar
- Change the size of the toolbar buttons
- Display an icon, text or both on a menu command or button
- Group related buttons and menus on a toolbar
- Assign and/or change the keyboard shortcuts for the menu commands
- Restore original settings for menus, buttons, commands, or toolbars
- Show or hide shortcut keys in ScreenTips
- Show or hide toolbar ScreenTips
- Show or hide menu shadows
- Personalize menus to show recently used commands first

Search

The Search Bar appears on the right side of the project window and provides a set of search options that can be used for searching, as shown in the Table below:

Feature	Description
Search Field	Space where the term that is searched in the project plan is entered.
Start New Search	The results from the previous search option, as well as search settings and search term, are deleted.
Case Sensitive	Search terms in task and resource category that are capitalization sensitive.
Match Exactly	Search the exact name of a task or resource in the project plan.
Search for Resource/Task only	Search terms only in the Task Name column and Resource Name column.
Task Only	The search option will be performed only in the task text fields.
Resource Only	The search option will be performed only in the resource text fields.
Both	The search option will be performed both in the task and resource text fields.
Task Search Results	Field where search results are presented as links. By clicking on the link, Task Entry view is opened.

	Resource Search Results	Field where search results are presented as links. By clicking on the link, Resource Form view is opened.
	Back	Takes you several steps back until the first searched term.
	Forward	Takes you from the first searched term until the last.
	Home	Presents the main Search window.
		List of all searched made while Seavus Project Viewer is opened.

Views

Overview

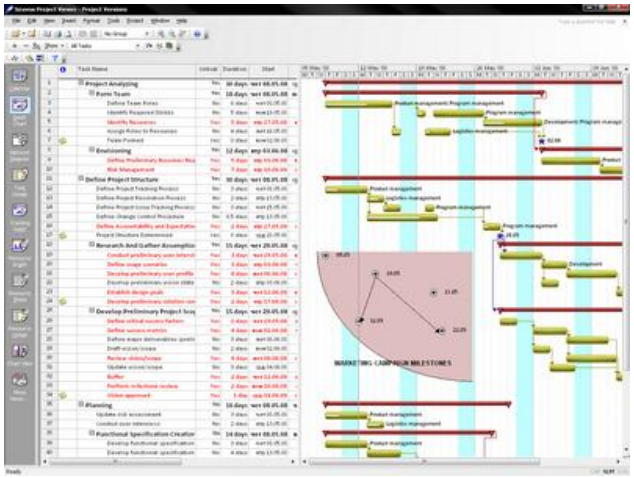
Views are Microsoft® Project's way of communicating with you. Therefore, they are fully supported in Seavus Project Viewer. They display in a particular format a subset of the information you typically enter in Microsoft Project. That subset of information gets stored in Microsoft Project plan (.mpp file) and can be displayed in any view in Seavus Project Viewer that calls for that information.

You use a view in Seavus Project Viewer to display information about tasks, resources, or assignments. Because a view displays closely related information in a logical and easy-to-read format, you can quickly see and understand the status of a particular aspect of your project. For example, a bar graph view of resource allocation shows you which of your resources are overallocated.

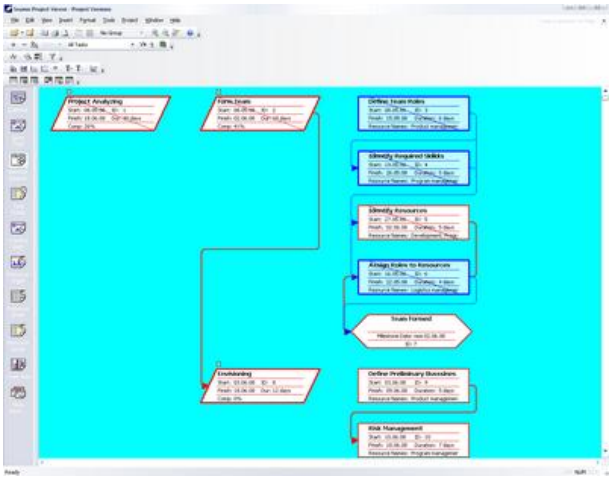
Views can be displayed one at a time or as a combination view, which contains two views. When you select a task or resource in the top pane of a combination view, the view in the bottom pane shows detailed information about the selected task or resource.

Seavus Project Viewer supports the following types of views:

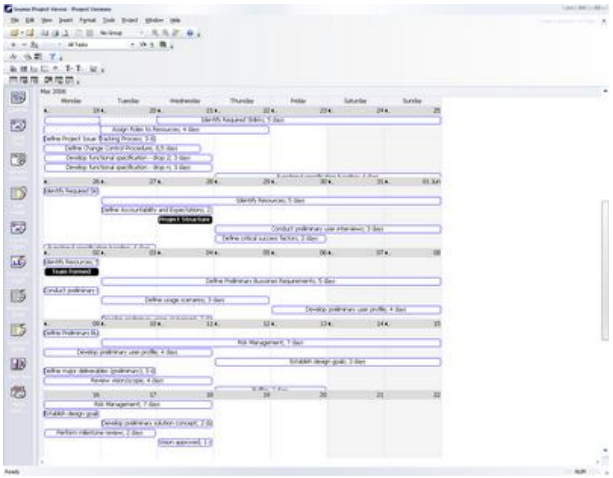
- Gantt Chart view presents information graphically. It consists of a table on the left and a chart showing the tasks as bars on a timeline on the right:



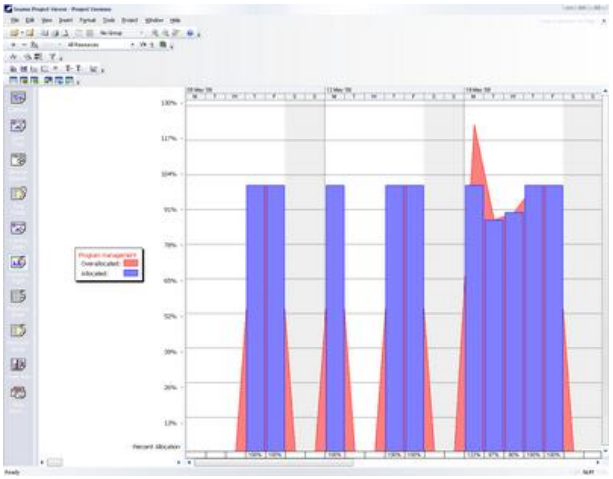
- Network Diagram view presents information graphically as well. However, it consists only of a chart showing the tasks as cards on a cardboard:



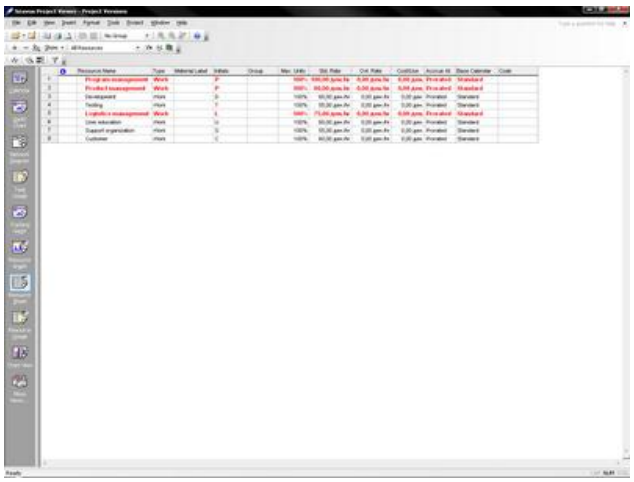
- Calendar view presents information graphically in a classical calendar display. It shows the tasks as bars on a calendar display organized by days and weeks:



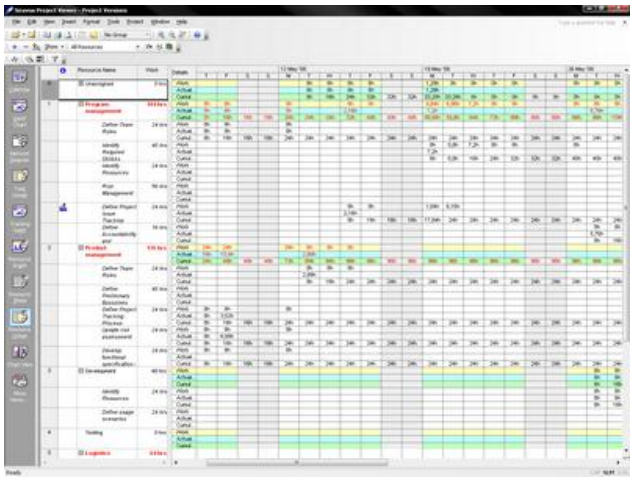
- Resource Graph view presents information on a graph. It consists of a resource selector window on the left and a graph showing the work, i.e. allocation of the selected resource on a timeline:



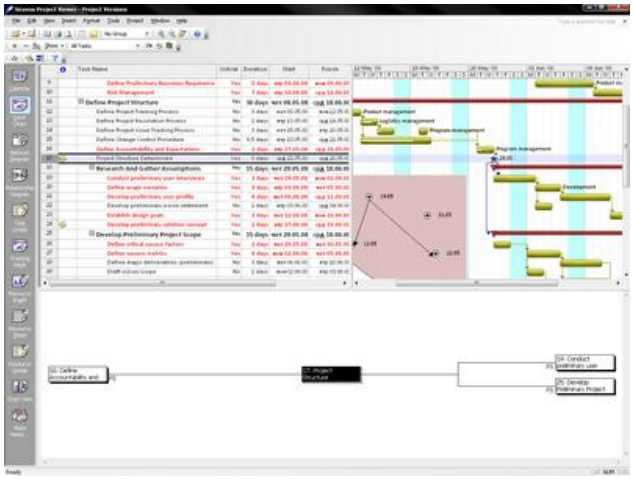
- Sheet views (such as the Task Sheet and Resource Sheet) present information in rows and columns, i.e. they resemble a spreadsheet or table of information. Rows contain information about tasks or resources. Columns are fields with specific information about tasks or resources. (Columns in Seavus Project Viewer, similarly to Microsoft® Project, are typically referred to as fields.)



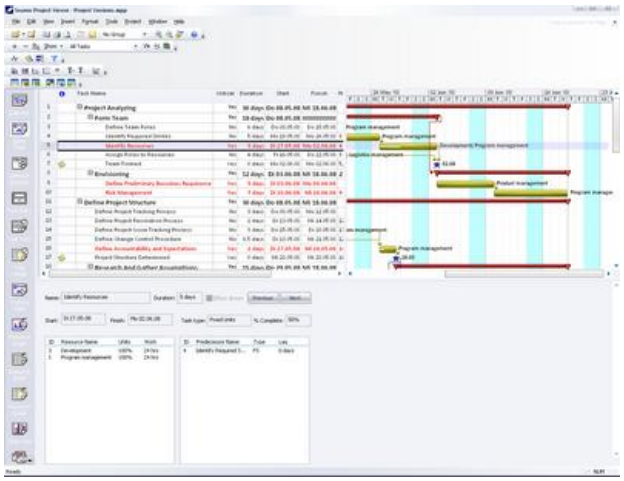
- Usage views (such as Task Usage and Resource Usage) present time phased assignment information in rows and columns. They consist of two tables. The left table shows the task or resource information at first outline level and assignment information at the second outline level. The right table shows the selected details like work and cost information for the task or resources and corresponding assignments time phased in units like days, weeks or similar:



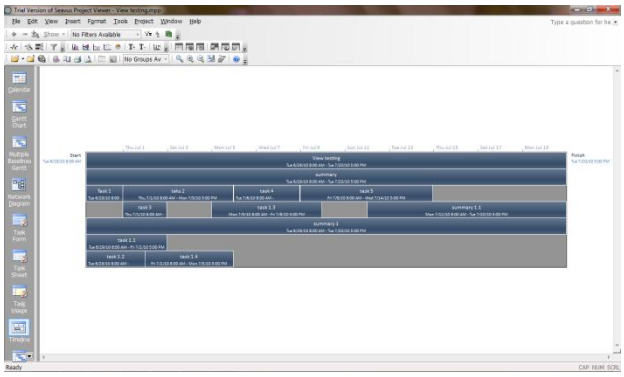
- Relationship diagram view displays predecessors and successors of the tasks in the project plan. It can be used in the Split feature, placed at the bottom of the task view or as single view. When it is used with the combined view, the relationship diagram shows immediate predecessors and successors for the task that is selected in the top pane.



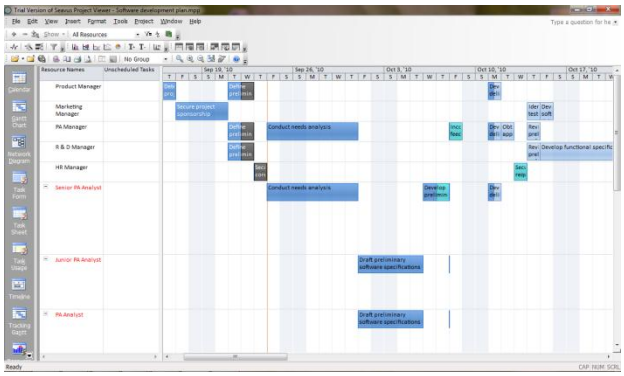
- Form views (such as Task Form view and Task Entry view) belong to the non-graphical views category. They are focused on a single task and provide more detailed information compared with the other views, for example Gantt Chart. In some cases they can be combined with Gantt Chart for better overview on the project. When the Form views are used in combination with Gantt Chart usually they are placed in the bottom pane of the split screen.



- Timeline View presents the project information in horizontal linear diagram. It consists of horizontal bars organized according the selection the viewable tasks as well as from selected features for displaying the tasks.



- Team Planner view combines the information about the resources assignments in the project plan and the tasks that missed resources. It consists of tasks presents as bards in the Gantt Chart combined with resource's assignment information. Tasks that missed resources are presents only with bars in the Gantt Chart



Views are made up of individual components such as tables, filters, groups, and details. To focus on specific task, resource, or assignment information in a view, you can display a different table and change the filter or group that is applied. In some views, you can also change the set of details that is applied.

- A table is a set of fields displayed in the sheet portion of a view as columns and rows. The default table displayed differs by view.
- A filter is a set of criteria for displaying specific tasks, resources, or assignments. The default filter applied to a view is either the All Tasks filter (for task views) or the All Resources filter (for resource views).
- A group displays a specific category of project information. By grouping, you can categorize and view rolled-up tasks, resource, or assignment information in a variety of ways. No group is applied by default.
- Details consist of closely related fields that are displayed either in columns, as in a form view, or in tables that show information over time, as in a usage view.

Changing tables, filters, groups, or details does not add or delete information stored in .mpp file; it merely presents a portion of the information in different ways. If the project manager in Microsoft® Project chooses to present the project information in a particular way, he or she can customize and save a view with different default settings for tables, filters, groups, and details. Seavus Project Viewer will read the settings as saved by the project manager and show you the view in the same way as it appears in Microsoft® Project.

As discussed above, task and resource views appear in several formats, including graph, chart, form, and sheet (or table) formats. Assignment views show task cost and work broken down by resource. Choose the format you find most suitable. For example, you can view resource allocation information either in a graph format (the Resource Graph view) or in a table format (the Resource Sheet view or the Resource Usage view).

Before project managers distribute information about their project in .mpp files after having selected a view, they may want to format the view to better meet their needs or apply an organizational standard for presenting projects. To make the project easier to read, project managers usually highlight milestones, change the colors of task bars to match corporate standards, or change field titles to match organization's terminology. When the project manager saves the project in an .mpp file, the formatting information is stored along the project information in the same file. Seavus Project Viewer reads this information when opening .mpp files, showing the same formatting and visual styles as in Microsoft® Project.

Calendar

Description

Using the Calendar view, you can review your project tasks in a calendar format: Task bars span the days or weeks that the tasks are scheduled. This familiar format enables you to quickly see which tasks are scheduled on particular days, weeks, or months.

Standard (default) views

Seavus Project Viewer supports the standard Calendar view, available in Microsoft® Project by default.

Additional (custom) views

No additional Calendar views, custom-created in Microsoft® Project, are supported in Seavus Project Viewer.

Best uses

Use the Calendar view to:

- Show the tasks scheduled in a specific week or range of weeks.
- Review the tasks that are scheduled on particular days, weeks, or months.

Customization

You are also able to customize the Calendar view in Seavus Project Viewer, using one of the following opportunities:

- Resize the week rows and/or day columns to show more tasks/information in the calendar cells.

Tables

The Calendar view does not make use of any tables.

Filters

The Calendar view can use any of the task filters to display only the tasks you want to see. When you select a filter, the Calendar view displays the information as defined by that filter's criteria. To print a calendar with all of the tasks that a specific resource needs to perform, you can apply the Using Resource filter.

Note that only a limited number of task bars will display or print on a given date in the Calendar view (depending on the row height). To make sure you can review or print the tasks you are interested in, you can apply a filter to display only those tasks before you review or print the Calendar. The default filter is the All Tasks filter.

Grouping

The Calendar view does not support grouping.

Gantt Chart

Description

The Gantt Chart view displays project information in two ways: The left side displays information as a sheet and the right side displays information as a chart.

The sheet portion displays information about the project's tasks, such as when they start and end, how long they are, and the resources assigned to them.

The chart portion displays each task graphically, most often as a task bar. The bar's length and position on the timescale indicate when that task begins and ends. In addition, the position of one task bar in relation to another indicates whether the tasks follow one another or overlap.

Standard (default) views

The following standard Gantt Chart views, available in Microsoft® Project by default, are supported in Seavus Project Viewer:

- Bar Rollup – With large projects, you may have a number of subtasks grouped under summary tasks to help keep your project better organized. The Bar Rollup view, when used after the project manager runs the Rollup_Formatting macro in Microsoft® Project, displays subtasks rolled up and overlaid as bars on top of their respective summary tasks.
- Milestone Rollup – Like with Bar Rollup view, the Milestone Rollup view displays subtasks rolled up as milestones that are marked with each task's name and overlaid on top of their respective summary tasks
- Milestone Date Rollup – This is a variation of the Milestone Rollup view, differing only by the fact that for the subtasks rolled up as milestones it shows not only the task's name but the start date as well.
- Detail Gantt – The Detail Gantt view is a variation of the Gantt Chart view, and it depicts slack and slippage in your project. It does so by portraying slack and slippage as thin bars between tasks. These depictions serve as visual cues when you are scanning the progress of a project.
- Leveling Gantt – The Leveling Gantt view is a variation of the Gantt Chart view, where the sheet portion displays a list of tasks and information about task delays, while the chart portion shows the before and after effects of leveling.
- Tracking Gantt – The Tracking Gantt view displays two task bars, one on top of the other, for each task. The lower bar shows baseline start and finish dates, and the upper bar shows scheduled start and finish dates. (Or, if the task has already started, meaning that the percent work complete is greater than zero; the upper bar shows the actual start and the date through which work has been completed. If the task is 100% complete, the upper bar shows the actual start and finish dates.)
- Multiple Baselines Gantt – The Multiple Baselines Gantt view displays different colored task bars for the first three baselines (Baseline, Baseline1, and Baseline2) on summary tasks and subtasks in the chart portion of this view.

Additional (custom) views

If the project manager creates additional Gantt Chart views in Microsoft® Project, they can be viewed in Seavus Project Viewer along with the standard ones as well.

Best uses

Use the different Gantt Chart views to:

- View tasks graphically while still having access to detailed information about the tasks. *(Gantt Chart view)*
- View tasks as rolled-up bars or milestones on their respective summary task bars, enabling you to see your whole project without losing sight of the tasks. *(Bar, Milestone, and Milestone Date Rollup views)*
- See how tasks progress across time and evaluate the slack and slippage between tasks. You can track progress by comparing planned and actual start and finish dates, and by checking the completion percentage of each task. *(Detail Gantt view)*
- Review changes made to tasks during levelling and the effects of resource leveling on task completion. *(Leveling Gantt view)*
- See how tasks progress across time. Review progress by comparing planned (baseline) dates and actual start and finish dates, and by checking the progress of each task. *(Tracking Gantt view)*
- See the baselines the project manager saved for the project. *(Multiple Baselines Gantt view)*

Customization

Seavus Project Viewer is able to read the following formatting and style customizations made by the project manager for each of the Gantt Chart views in Microsoft® Project and saved in the .mpp file:

- Layout options – options for drawing the links between tasks, date format, bar height, etc.
- Bar styles – the styles for drawing the bars and displaying information about bars in the particular view
- Text styles – the font styles for the various texts in the view
- Bar formatting – the specific formatting of a particular bar in the chart, in case the project manager intentionally changed the format to make the task stand-out from the others by its visual presentation

- Row, Column, and Cell Font formatting – the specific font formatting of a particular row, column, or cell in the sheet portion of the view, in case the project manager intentionally applied a different format to highlight the particular task, field, or value
- Progress Lines formatting – the progress lines activated for the view and formatting options related to them
- Timescale formatting – the formatting of the different timescale tiers, as well as the calendar and presentation of the working and non-working days
- Gridlines formatting – the formatting of the different gridlines for the sheet and chart portions of the view
- Drawings – the different drawings and text boxes placed on the chart by the project manager, in order to place additional information for the tasks or emphasise a certain phase in the plan.
- You are also able to customize the Gantt Chart views in Seavus Project Viewer, using one of the following opportunities:
- Change the different Layout options for the active Gantt Chart view.
- Display, hide, or change the appearance of the timescale tiers.
- Display, hide, or change the appearance of nonworking time.
- Create a combination view for the Gantt Chart view to display additional information about the tasks or about the resources assigned to those tasks in a different view

Tables

The sheet portion displays categories of information about the tasks, arranged in tables. The default table for the Gantt Chart views depends on the view. For example, the default table for the standard Gantt Chart view is the Entry table, for the Bar and Milestone Rollup – the Rollup table, for the Tracking Gantt – the Tracking table, etc. You can also select any of the task tables to display information about the project's tasks.

Filters

The Gantt Chart view can use any of the task filters to display only the tasks you want to see. When you select a filter, both the sheet and chart portions of the Gantt Chart display the information as defined by that filter's criteria. The default filter is the All Tasks filter.

Grouping

The Gantt Chart view allows you to group tasks.

Timeline View

Description

The Timeline view presents high-level overview of the date range of your project plan. All project assignments and tasks can be presented in one or several horizontal lines depending from the combination of the selected tasks. Tasks and milestones can be added on the timeline for highlighting their importance or to mark the deliverables in the project plan.

To improve the collaboration inside the team or between the teams and the stakeholders, the timeline can be copied and send via e-mail or placed inside PowerPoint presentation.

Standard (default) views

Seavus Project Viewer supports both cases for showing Timeline view, available in Microsoft® Project by default: Timeline view as stand-alone view and in combination with Gantt Chart view, which is default view in Microsoft® Project 2010.

When it is in combination with Gantt Chart view (or with any view that has timescale), the timeline can be used to pan and zoom around tasks dates. Pan and zoom functionality is missing when the timeline view is applied alone.

Additional (custom) views

If the Project Manager creates additional Timeline views in Microsoft® Project, they can be viewed in Seavus Project Viewer as well.

Best Uses

Use the Timeline view to:

- View the timeframe of the entire project plan along with all summary tasks, assignments and milestones;
- View the milestones in the project plan when important are scheduled;
- Improve communication inside the team and/or with the external stakeholders by sharing the project's timeline using some of the Microsoft® Office applications.

Customization

You are able to customize the Timeline view in Seavus Project Viewer, using one of the following opportunities:

- Text formatting - the font styles for the various texts in the view
- Styles formatting - the specific formatting of a particular bar in the chart, in case the project manager intentionally changed the format to make the task stand-out from the others by its visual presentation

You are also able to customize the Timeline views in Seavus Project Viewer, using one of the following opportunities:

- Show or hide the project's tasks;

Tables

The Timeline view does not make use of any table.

Filters

The Timeline view does not support filtering.

Grouping

The Timeline view does not support grouping.

Team Planner View

Description

The Team Planner view belongs to the resource assignment category of views presenting the assigned tasks as well as the tasks that are not assigned to anyone (such as milestones or ordinary tasks). The Team Planner view is split in two frames arranged vertically in the view.

In the upper frame of the view are presented all assigned tasks in the project plan while in the lower portion of the view are presented the tasks that missed resources.

In each frame the project information is presented as a sheet on the left side of the view and as a chart on the right side of the view.

The sheet portion presents resource information in a sheet format, in which you can review information about each resource.

The chart portion displays each task graphically, most often as a task bar. The bar's length and position on the timescale indicate when that task begins and ends. In addition, if there

is resource overallocation on particular tasks, the background on those tasks will be colored red.

Standard (default) views

Seavus Project Viewer supports the standard Team Planner view, available in Microsoft® Project by default.

Additional (custom) views

If the Project Manager creates additional Team Planner views in Microsoft® Project, they can be viewed in Seavus Project Viewer as well.

Best Uses

Use Team Planner view to:

- View tasks graphically while still having access to detailed information about the assigned resources;
- View the tasks in the project plan that are unassigned;
- View which resource is overallocated and on which tasks the overallocation occur;
- View the unassigned areas and unscheduled areas in the project plan.

Customization

You are able to customize the Team Planner view in Seavus Project Viewer, using one of the following opportunities:

- Text formatting - the font styles for the various texts in the view
- Gridlines formatting - the formatting of the different gridlines for the sheet and chart portions of the view
- Styles formatting - the specific formatting of a particular bar in the chart, in case the project manager intentionally changed the format to make the task stand-out from the others by its visual presentation

You are also able to customize the Team Planner views in Seavus Project Viewer, using one of the following opportunities:

- Show or hide the unassigned tasks;
- Show or hide the unscheduled tasks;
- Expand or collapse the resource rows.

Tables

The Team Planner view does not make use of any table.

Filters

The Team Planner view can use any of the resource filters to display only the information you want to see. When you select a filter, the Team Planner view displays the information as defined by that filter's criteria. The default filter is the All Resources filter.

Grouping

The Team Planner view allows you to group the resources

Network Diagram

Description

Using the Network Diagram view, you can review, create, or edit your project tasks and task dependencies as a network diagram (or flowchart). A box (also called a node) represents each task, and a line connecting two boxes represents the dependency between two tasks. By default, the Network Diagram view displays one diagonal line through a task that is in progress and crossed diagonal lines through a completed task.

Standard (default) views

Seavus Project Viewer supports both standard Network Diagram views, available in Microsoft® Project by default: *Network Diagram* and *Descriptive Network Diagram*. The main difference between these two views is the size, and the detail of the boxes that represent tasks. The boxes on the Descriptive Network Diagram view are larger than those in the Network Diagram view and can contain labels for the data elements in the box. These larger boxes take up more space, and thus fewer boxes fit on a printed page.

Additional (custom) views

If the project manager creates additional Network Diagram views in Microsoft® Project, they can be viewed in Seavus Project Viewer as well.

Best uses

Use the Network Diagram view to:

- Review your schedule in a flowchart format.

- Graphically show completed, in-progress, and not-yet-started tasks.

Customization

Seavus Project Viewer is able to read the following formatting and style customizations made by the project manager for each of the Network Diagram views in Microsoft® Project and saved in the .mpp file:

- Layout options – options for drawing the order of appearance of the boxes, links between the boxes, etc.
- Box styles – the styles for drawing the boxes in the particular view
- Data templates – the templates for showing information in the boxes
- Box formatting – the specific formatting of a particular box in the diagram, in case the project manager intentionally changed the format to make the task stand-out from the others by its visual presentation

You are also able to customize the Network Diagram views in Seavus Project Viewer, using one of the following opportunities:

- Change the different Layout options for the active Network Diagram view.

Tables

The Network Diagram view does not make use of any tables.

Filters

The Network Diagram view can use any of the task filters to display only the tasks you want to see. When you select a filter, the Network Diagram view displays the information as defined by that filter's criteria. The default filter is the All Tasks filter.

Grouping

The Network Diagram view does not support grouping.

Task Sheet

Description

The Task Sheet view displays information about each task (such as task duration, start and finish dates, and cost) in a sheet format.

Standard (default) views

Seavus Project Viewer supports the standard Task Sheet view, available in Microsoft® Project by default.

Additional (custom) views

If the project manager creates additional Task Sheet views in Microsoft® Project, they can be viewed in Seavus Project Viewer as well.

Best uses

Use the Task Sheet view to:

- View the list of tasks and task information quickly when you do not need to see the information graphically over time.
- Review progress by comparing planned (baseline) dates and actual start and finish dates, and by checking the progress of each task.

Customization

Seavus Project Viewer is able to read the following formatting and style customizations made by the project manager for each of the Task Sheet views in Microsoft® Project and saved in the .mpp file:

- Text styles – the font styles for the various texts in the view
- Row, Column, and Cell Font formatting – the specific font formatting of a particular row, column, or cell in the view, in case the project manager intentionally applied a different format to highlight the particular task, field, or value
- Gridlines formatting – the formatting of the different gridlines for the view
- You are also able to customize the Task Sheet views in Seavus Project Viewer, using one of the following opportunities:
- Create a combination view for the Task Sheet view to display additional information about the tasks or about the resources assigned to those tasks in a different view

Tables

The Task Sheet view displays categories of information about the tasks, arranged in tables. The default table for the Task Sheet view is the Entry table, but you can select any of the task tables to display information about the project's tasks.

Filters

The Task Sheet view can use any of the task filters to display only the tasks you want to see. When you select a filter, the Task Sheet view displays the information as defined by that filter's criteria. The default filter is the All Tasks filter.

Grouping

The Task Sheet view allows you to group tasks.

Relationship Diagram

Description

Using the Relationship Diagram view, users can review the project tasks and task dependencies as a relationship diagram. A box (also called a node) represents each task, and a line that connects the boxes represents the dependency between the tasks in the project. By default, the Relationship Diagram view displays the selected task in the middle of the view, colored black and on the left and right side are placed the predecessor(s) and successor(s) of the selected task. Near the task box, under the dependency line, the type of dependency is placed.

Standard (default) views

From the Relationship diagram category, Seavus Project Viewer supports the standard Relationship Diagram view, available in Microsoft® Project by default. The boxes in the Relationship Diagram view contain only the name of the task and the ID number.

Additional (custom) views

If the project manager creates additional Relationship Diagram views in Microsoft® Project, they can be viewed in Seavus Project Viewer as well.

Best uses

Use the Relationship Diagram view to:

- Review the predecessors and successors of every task.
- In combination with the Gantt Chart with the Split window feature, to view predecessor(s) and successor(s) of a particular task selected in the Gantt Chart.

Tables

The Relationship Diagram view does not make use of any tables.

Filters

The Relationship Diagram view can use any of the task filters to display only the tasks you wish to see. When you select a filter, the Relationship Diagram view displays the information as defined by that filter's criteria. The default filter is the All Tasks filter.

Grouping

The Relationship Diagram view does not support grouping.

Task Usage

Description

The Task Usage view lists for each task the resources assigned to it and the amount of work that each resource has performed over time, whether per day, week, month, or other time increment. If you are more interested in cost than work, you can use the Task Usage view to display the cost of each resource assigned to a task over time. You can also display multiple pieces of information simultaneously, such as work and actual work, so that you can compare the various sets of information.

The sheet portion of the Task Usage view displays tasks with the resources indented underneath the task to which they are assigned. By default, the information displayed in the sheet portion is more oriented toward the task (work, duration, start, and finish). The timescale portion of the view is more oriented toward the resources, displaying information about work effort per resource or cost per resource. However, you can customize the Task Usage view to display a variety of information about the tasks (by applying a different table) or about the resources (by changing the details displayed in the timescale).

This view is used by the Collaborate option for entering task update information and its previewing.

Standard (default) views

Seavus Project Viewer supports the standard Task Usage view, available in Microsoft® Project by default.

Additional (custom) views

If the project manager creates additional Task Usage views in Microsoft® Project, they can be viewed in Seavus Project Viewer as well.

Best uses

Use the Task Usage view to:

- View people and other resources assigned to tasks.
- View task and resource information together, such as work, start and finish dates, cost, work allocation, and work availability.
- Find out how many hours each resource is scheduled to work on particular tasks.

Customization

Seavus Project Viewer is able to read the following formatting and style customizations made by the project manager for each of the Task Usage views in Microsoft® Project and saved in the .mpp file:

- Detail styles – the font and background styles for the various detail fields in the view
- Text styles – the font styles for the various texts in the view
- Timescale formatting – the formatting of the different timescale tiers, as well as the calendar and presentation of the working and non-working days
- Row, Column, and Cell Font formatting – the specific font formatting of a particular row, column, or cell in the view, in case the project manager intentionally applied a different format to highlight the particular task/assignment, field, or value
- Gridlines formatting – the formatting of the different gridlines for the view

You are also able to customize the Task Usage views in Seavus Project Viewer, using one of the following opportunities:

- Display, hide, or change the appearance of the detail fields using the Detail Styles dialog and the Details sub-menu available under the Format menu.
- Display, hide, or change the appearance of the timescale tiers.
- Display, hide, or change the appearance of the nonworking time.
- Create a combination view for the Task Usage view to display additional information about the tasks or about the resources assigned to those tasks in a different view

Details

The default detail used by the Task Usage view is Work, but you can apply other details by pointing to Details on the Format menu, and then clicking the details you want to apply.

You can also select additional usage details, such as actual cost, actual work, or baseline cost, by clicking Detail Styles on the Format menu, and then moving the details you want to the Show these fields list.

This is the complete list of available details in Seavus Project Viewer:

- Actual Cost
- Actual Overtime Work
- Actual Work
- ACWP
- Baseline Cost
- Baseline Work
- Baseline1-10 Cost
- Baseline1-10 Work
- BCWP
- BCWS
- Cost
- CV
- Fixed Cost
- Percent (%) Complete
- Regular Work
- SV
- Work

Tables

The Task Usage view displays categories of information about the tasks, arranged in tables. The default table for the Task Usage view is the Usage table, but you can select any of the task tables to display information about the project's tasks and associated resources.

Filters

The Task Usage view can use any of the task filters to display only the tasks you want to see. When you select a filter, both the sheet and timescale portions of the Task Usage view display the information as defined by that filter's criteria. The default filter is the All Tasks filter.

Grouping

The Task Usage view does not support grouping.

Resource Graph

Description

The Resource Graph view graphically displays information about the allocation, work, or cost of resources over time. By displaying the Resource Graph in a combination view, with a resource view in the top pane and the Resource Graph in the bottom pane, you can review the resource information for one resource at a time, for the selected resources, or for a single resource and the combined selected resources simultaneously. When you display a task view in the top pane, the Resource Graph shows resource information for each task or selected tasks, and for each resource assigned to those tasks.

Standard (default) views

Seavus Project Viewer supports the standard Resource Graph view, available in Microsoft® Project by default.

Additional (custom) views

If the project manager creates additional Resource Graph views in Microsoft® Project, they can be viewed in Seavus Project Viewer as well.

Best uses

Use the Resource Graph view to:

- Evaluate which resources are overallocated and by how much.
- See the work capacity (in terms of a percentage) for each resource.
- Find out how many hours each resource is scheduled to work.
- Determine how much time a resource has available for additional work assignments.
- Review resource costs.

Customization

Seavus Project Viewer is able to read the following formatting and style customizations made by the project manager for each of the Resource Graph views in Microsoft® Project and saved in the .mpp file:

- Bar styles – the bar styles for the various detail fields in the view
- Text styles – the font styles for the various texts in the view
- Timescale formatting – the formatting of the different timescale tiers

- Gridlines formatting – the formatting of the different gridlines for the view
- You are also able to customize the Resource Graph views in Seavus Project Viewer, using one of the following opportunities:
- Display, hide, or change the appearance of the detail fields using the Bar Styles dialog and the Details sub-menu available under the Format menu.
- Display, hide, or change the appearance of the timescale tiers.
- Create a combination view for the Resource Usage view to display additional information about the resources or about the tasks assigned to those resources in a different view

Details

The default detail used by the Resource Graph view is Peak Units, but you can apply other details by pointing to Details on the Format menu, and then clicking the details you want to apply.

This is the complete list of available details in Seavus Project Viewer:

- Peak Units
- Work
- Cumulative Work
- Overallocation
- Percent (%) Allocation
- Remaining Availability
- Cost
- Cumulative Cost
- Work Availability
- Unit Availability

Tables

The Resource Graph view does not make use of any tables.

Filters

The Resource Graph view can use any of the resource filters to display only the information you want to see. When you select a filter, the Resource Graph view displays the information as defined by that filter's criteria. The default filter is the All Resources filter.

Grouping

The Resource Graph view does not support grouping.

Resource Sheet

Description

The Resource Sheet view displays resource information in a sheet format, in which you can review information about each resource. Such information includes the payment rate, the number of work-hours assigned, and the planned (baseline) and actual cost. A resource can be an individual, a company or department, a piece of equipment, a room, or any other resource used for the project.

Standard (default) views

Seavus Project Viewer supports the standard Resource Sheet view, available in Microsoft® Project by default.

Additional (custom) views

If the project manager creates additional Resource Sheet views in Microsoft® Project, they can be viewed in Seavus Project Viewer as well.

Best uses

Use the Resource Sheet view to:

- View the resource information.
- Compare a resource's planned costs and work against actual costs and work.
- Review the number of work-hours assigned to each resource.
- Review resource costs.
- Evaluate the effectiveness of a person on the project.

Customization

Seavus Project Viewer is able to read the following formatting and style customizations made by the project manager for each of the Resource Sheet views in Microsoft® Project and saved in the .mpp file:

- Text styles – the font styles for the various texts in the view
- Row, Column, and Cell Font formatting – the specific font formatting of a particular row, column, or cell in the view, in case the project manager intentionally applied a different format to highlight the particular resource, field, or value

- Gridlines formatting – the formatting of the different gridlines for the view

You are also able to customize the Resource Sheet views in Seavus Project Viewer, using one of the following opportunities:

Create a combination view for the Resource Sheet view to display additional information about the resources or about the tasks assigned to those resources in a different view

Tables

The Resource Sheet view displays categories of information about the resources, arranged in tables. The default table for the Resource Sheet view is the Entry table, but you can select any of the resource tables to display information about the project's resources.

Filters

The Resource Sheet view can use any of the resource filters to display only the information you want to see. When you select a filter, the Resource Sheet view displays the information as defined by that filter's criteria. The default filter is the All Resources filter.

Grouping

The Resource Sheet allows you to group resources.

Resource Usage

Description

The Resource Usage view lists for each resource the assigned tasks and the total amount of work that the resource is scheduled to perform on each task, whether per day, week, month, or other time increment. If you are more interested in cost than work, you can use the Resource Usage view to display the cost of a resource's tasks over time, or you can display both cost and work at the same time.

This view is also used by the Collaborate option for entering task update information and its previewing.

Standard (default) views

Seavus Project Viewer supports the standard Resource Usage view, available in Microsoft® Project by default.

Additional (custom) views

If the project manager creates additional Resource Usage views in Microsoft® Project, they can be viewed in Seavus Project Viewer as well.

Best uses

Use the Resource Usage view to:

- View information on a resource's task assignment, such as cost, work allocation, and work availability.
- See which resources are overallocated and by how much.
- Find out how many hours each resource is scheduled to work.
- See the work capacity (in terms of a percentage) for each resource.
- Determine how much time each resource has available for additional work assignments.
- View each resource's work progress in days, weeks, months, or other time increments.
- Review resource costs.

Customization

Seavus Project Viewer is able to read the following formatting and style customizations made by the project manager for each of the Resource Usage views in Microsoft® Project and saved in the .mpp file:

- Detail styles – the font and background styles for the various detail fields in the view
- Text styles – the font styles for the various texts in the view
- Timescale formatting – the formatting of the different timescale tiers, as well as the calendar and presentation of the working and non-working days
- Row, Column, and Cell Font formatting – the specific font formatting of a particular row, column, or cell in the view, in case the project manager intentionally applied a different format to highlight the particular resource/assignment, field, or value
- Gridlines formatting – the formatting of the different gridlines for the view

You are also able to customize the Resource Usage views in Seavus Project Viewer, using one of the following opportunities:

- Display, hide, or change the appearance of the detail fields using the Detail Styles dialog and the Details sub-menu available under the Format menu.
- Display, hide, or change the appearance of the timescale tiers.
- Display, hide, or change the appearance of the nonworking time.

- Create a combination view for the Resource Usage view to display additional information about the resources or about the tasks assigned to those resources in a different view

Details

The default detail used by the Resource Usage view is Work, but you can apply other details by pointing to Details on the Format menu, and then clicking the details you want to apply.

You can also select additional usage details, such as actual cost, actual work, or baseline cost, by clicking Detail Styles on the Format menu, and then moving the details you want to the Show these fields list.

This is the complete list of available details in Seavus Project Viewer:

- Actual Cost
- Actual Overtime Work
- Actual Work
- ACWP
- Baseline Cost
- Baseline Work
- BCWP
- BCWS
- Cost
- Cumulative Cost
- Cumulative Work
- Overallocation
- Overtime Work
- Peak Units
- Percent Allocation
- Regular Work
- Remaining Availability
- SV
- Unit Availability
- Work
- Work Availability

Tables

The Resource Usage view displays categories of information about the resources, arranged in tables. The default table for the Resource Usage view is the Usage table, but you can select any of the resource tables to display information about the project's resources.

Filters

The Resource Usage view can use any of the resource filters to display only the information you want to see. When you select a filter, the Resource Usage view displays the information as defined by that filter's criteria. The default filter is the All Resources filter.

Grouping

The Resource Usage view does not support grouping.

Task Entry

Description

Task Entry view is combination of two views: Gantt Chart view placed in the top pane and the Task Form view placed in the bottom pane. Using the Task Entry view, you can see different types of information: in the top pane, you can view how the task is presented over the timescale and in the bottom pane you can view detailed task's information.

Standard (default) views

Seavus Project Viewer supports the standard Task Entry View, available in Microsoft® Project by default.

Additional (custom) views

If the project manager creates additional Task Entry views in Microsoft® Project, they can be viewed in Seavus Project Viewer along with the standard ones as well.

Best uses

Use the Task Entry view to:

- Have better overview of the project plan.
- See how resources are assigned to different tasks.
- Review changes made to tasks during leveling and the effects of resource leveling on task completion. (combination of Leveling Gantt and Task Form view)

- See how tasks progress across time. Review progress by comparing planned (baseline) dates and actual start and finish dates, and by checking the progress of each task. (combination of Tracking Gantt view and Task Form view)

Customization

You can make a custom Task Entry view using customized Gantt Chart view.

Details

The default detail used by the Task Entry view is Resources & Predecessors, but you can apply other details by right-click on the mouse button and select the detail you want to apply.

This is the complete list of available details in Seavus Project Viewer:

- Hide Form View
- Resources & Predecessors
- Resources & Successors
- Successors & Predecessors
- Resource Schedule
- Resource Work
- Resource Cost
- Notes

Tables

You can work with the tables that are available for the Gantt Chart View.

Filters

You can work with the filters that are available for the Gantt Chart View.

Grouping

You can work with the groups that are available for the Gantt Chart View.

Task Form

Description

You can use the Task Form view for viewing more detailed information regarding the tasks from the project plan. The task information is present in form format and you can see

information only for one task at time. The Task Format view presents more task information compared with sheet views, for example Gantt Chart view.

Standard (default) views

Seavus Project Viewer supports the standard Task Form view, available in Microsoft® Project by default.

Additional (custom) views

Project managers can customize the Task Form view by choosing which combination of information will be presented in the view.

Best uses

Use the Task Entry view to:

- Have detailed information of every task in the project plan.

Customization

The customization is available in Seavus Project Viewer in term of selecting the details that will be displayed on the screen.

Details

The default detail used by the Task Form view is Resources & Predecessors, but you can apply other details by right-click on the mouse button and select the detail you want to apply.

This is the complete list of available details in Seavus Project Viewer:

- Hide Form View
- Resources & Predecessors
- Resources & Successors
- Successors & Predecessors
- Resource Schedule
- Resource Work
- Resource Cost
- Notes

Tables

The Task Form view does not support the use of tables.

Filters

You can work with the filters that are available for the Gantt Chart View.

Grouping

The Task Form view does not support grouping.

Resource Form

Description

You can use the Resource Form view for viewing more detailed information on the resources assigned in your project plan. The resource information is presented in a form format, and you can see information only for one resource at time. For viewing all resources, use the "Next" and "Previous" buttons in the upper right corner of the view. The Resource Form view presents more resource information compared to the Resource View category, such as the Resource Sheet view.

Standard (default) Views

Seavus Project Viewer supports the standard Resource Form view available by default in Microsoft® Project.

Additional (custom) Views

Project managers can customize the Resource Form view by choosing the combination of information presented in the view.

Best Uses

Use the Resource Form view to:

- Have detailed information about all resources that are assigned in the project plan
- See how one resource is assigned to tasks in one project plan
- See how one resource is assigned to tasks in several project plans (Master Plan)

Customization

The customization is available in Seavus Project Viewer in terms of selecting the details displayed on the screen.

Details

The default detail used by the Resource Form view is Schedule, but you can apply other details by right-clicking on the mouse button and selecting the detail you want to apply. The following details are available in the Resource Form:

- Schedule
- Cost
- Work
- Notes

Tables

The Resource Form view does not support the use of tables.

Filters

You can work with any resource filter in the Resource Form view.

Grouping

The Resource Form view does not support grouping.

Charts

Overview

Charts (graphs) are views that give visual presentation of numerical values. These values can have different forms and shapes depending upon which chart category you have chosen.

For example, if you choose a Bar Chart, the information is presented with rectangular forms, in the pie chart category the data is proportional with the area defined with the radius of the pie and the arc and in the line chart the information is presented with data points connected with line.

You can use Seavus Project Viewer charts to view information about tasks, resources and assignments. Since all charts display data that is closely related to the project's information and presented in a user-friendly format, you can quickly see the status of specific phases of your project plan.

Seavus Project Viewer supports the following types of charts:

- Bar Chart presents project information using rectangular forms. It consists of a resource(s)/task window on the left and bars placed in horizontal alignment (one next to other), showing the work/assignment(s) on the right side:

- Bar Chart Stacked presents project information using rectangular forms. It consists of a resource(s)/task window on the left and bars placed in vertical alignment (one over another), showing the work/assignment(s) on the right side:

- Line Chart presents project information through data points. It consists of a resource(s)/task window on the left and continuous lines showing the work/assignment of every resource on the right side:

- Line Chart Stacked presents project information through data points. It consists of a resource(s)/task window on the left and continuous lines showing the summary work/assignment(s) of the resources on the right side:

- Pie Chart presents project information using sectors that are integral part of the project's pie. It consists of a resource(s)/task window on the left and pie areas showing the work/assignment(s) on the right side:

By selecting different charts you can visualize any project's information. For example, using the pie chart you can see the relative proportion between the resources assignments; line chart can enable you to observe the project data over time and with the bar chart you have the ability to present a particular set of data.

Using Seavus Charts to display project data can help you to examine the trends that exist in the project plan, to analyze the relationships between different project's parts or to analyze the project's costs or resource assignments.

Bar Chart

Description

The Bar Chart view graphically displays information about the work or cost of resources over time. The chart is divided into two parts; in the left part you can view the project's parameters that you have chosen and on the right side the numerical values of the selected parameters are displayed using rectangular forms. The main difference between this view and the Bar Chart Stacked view is in the arrangement of the bars. In this view bars are placed one next to other representing resources costs or assignments on one particular day.

Best uses

Use the Bar Chart view to:

- See the work capacity for each resource.
- Find out how many hours each resource is scheduled to work.
- Compare the working hours and work capacity between several resources.
- Evaluate resource costs.

Details

This is the complete list of available details in Seavus Project Viewer:

Task

- Actual Cost
- Cost
- Cumulative Cost
- Actual Work
- Regular Work
- Work
- Cumulative Work

Resource

- Actual Work
- Work
- Cumulative Work
- Actual Overtime Work
- Regular Work
- Work Availability
- Remaining Work
- Over-allocation
- Cost
- Actual Cost
- Cumulative Cost
- Max. Units
- Peak
- Percent Allocation
- Over-allocated

Tables

The tables are not supported in Bar Chart view

Filters

The filters are not supported in Bar Chart view.

Grouping

The Bar Chart view does not support grouping.

Bar Chart Stacked

Description

The Bar Chart Stacked view graphically displays information about the work or cost of resources over time. The chart is divided into two parts; in the left part you can view the project's parameters that you have chosen and on the right side the numerical values of the selected parameters are displayed using rectangular forms. The main difference between this view and the Bar Chart view is in the arrangement of the bars. In this view bars are placed one on top of the other and every bar is summary bar of costs or assignments on one particular day.

Best uses

Use the Bar Chart Stacked view to:

- See the summary work capacity for each resource.
- Find out how many hours each resource is scheduled to work.
- Compare the working hours and work capacity between several resources.
- Evaluate summary resource costs.

Details

This is the complete list of available details in Seavus Project Viewer:

Task	Resource

- Actual Cost
- Cost
- Cumulative Cost
- Actual Work
- Regular Work
- Work
- Cumulative Work

- Actual Work
- Work
- Cumulative Work
- Actual Overtime Work
- Regular Work
- Work Availability
- Remaining Work
- Over-allocation
- Cost
- Actual Cost
- Cumulative Cost
- Max. Units
- Peak
- Percent Allocation
- Over-allocated

Tables

The tables are not supported in Bar Chart Stacked view

Filters

The filters are not supported in Bar Chart Stacked view.

Grouping

The Bar Chart view does not support Stacked grouping.

Line Chart

Description

The Line Chart view graphically displays information about the work or cost of resources over time. The chart is divided into two parts; in the left part of the screen you can view the project's parameters that you have chosen and on the right side the numerical values of the selected parameters are displayed using data points and lines. The main difference between this view and the Line Chart view is in the arrangement of the lines. In this view every line represents data for a single resource's cost or assignment.

Best uses

Use the Line Chart view to:

- See the work capacity for each resource.
- See the trends that exist between different categories and different parts of the project.
- Find out how many hours each resource is scheduled to work.
- Compare the working hours and work capacity between several resources.
- Evaluate resource costs.

Details

This is the complete list of available details in Seavus Project Viewer:

Task

- Actual Cost
- Cost
- Cumulative Cost
- Actual Work
- Regular Work
- Work
- Cumulative Work

Resource

- Actual Work
- Work
- Cumulative Work
- Actual Overtime Work
- Regular Work
- Work Availability
- Remaining Work
- Over-allocation
- Cost
- Actual Cost
- Cumulative Cost
- Max. Units
- Peak
- Percent Allocation
- Over-allocated

Tables

The tables are not supported in Line Chart view

Filters

The filters are not supported in Line Chart view.

Grouping

The Line Chart view does not support grouping.

Line Chart Stacked

Description

The Line Chart Stacked view graphically displays information about the work or cost of resources over time. The chart is divided into two parts; in the left part of the screen you can view the project's parameters that you have chosen and on the right side the numerical values of the selected parameters are displayed using data points and lines. The main difference between this view and the Line Chart view is in the arrangement of the lines. In this view every line represents summary data for a resource's costs or assignments.

Best uses

Use the Line Chart Stacked view to:

- See the summary work capacity for each resource.
- See the summary trends that exist between different categories and different parts of the project.
- Find out how many hours each resource is scheduled to work.
- Compare the working hours and work capacity between several resources.
- Evaluate summary resource costs.

Details

This is the complete list of available details in Seavus Project Viewer:

Task

- Actual Cost
- Cost
- Cumulative Cost
- Actual Work
- Regular Work
- Work
- Cumulative Work

Resource

- Actual Work
- Work
- Cumulative Work
- Actual Overtime Work
- Regular Work
- Work Availability
- Remaining Work
- Over-allocation
- Cost
- Actual Cost
- Cumulative Cost

- Max. Units
- Peak
- Percent Allocation
- Over-allocated

Tables

The tables are not supported in Line Chart Stacked view

Filters

The filters are not supported Line Chart Stacked view.

Grouping

The Line Chart Stacked view does not support grouping.

Pie Chart

Description

The Pie Chart view graphically displays the ratio of work or cost in the project plan. The chart is divided into two parts; in the left part of the screen you can view the project's parameters that you have chosen and on the right side each selected parameter is presented with one square of the pie, which is proportional to the information through the project plan.

Best uses

Use the Pie Chart view to:

- See the work capacity for each resource.
- Compare the working hours of the resources.
- Compare work capacity between several resources.

Details

This is the complete list of available details in Seavus Project Viewer:

Task

- Actual Cost

Resource

- Actual Work

- Cost
- Cumulative Cost
- Actual Work
- Regular Work
- Work
- Cumulative Work
- Work
- Cumulative Work
- Actual Overtime Work
- Regular Work
- Work Availability
- Remaining Work
- Over-allocation
- Cost
- Actual Cost
- Cumulative Cost
- Max. Units
- Peak
- Percent Allocation
- Over-allocated

Tables

The tables are not supported in Pie Chart view

Filters

The filters are not supported in Pie Chart view.

Grouping

The Pie Chart view does not support grouping.

Tables

Overview

In Seavus Project Viewer, you can use the predefined Microsoft Project tables to show only the fields you want or create your own tables. There are two kinds of tables: task tables (which you can apply to task views) and resource tables (which you can apply to resource views).

In Seavus Project Viewer, you can change the table associated by the currently active view by using the Tables sub-menu of the View menu, or the More Tables dialog, accessible from the same menu. In this dialog, you can also specify which tables should be available from a quick access through the Tables sub-menu.

Besides using the Tables sub-menu of the View menu, you can also quickly change a table by right-clicking on the top-left cell on the sheet portion of the active view.

If you would like to manipulate the tables in Seavus Project Viewer, you can use the More Tables dialog to edit, or even create tables of your own, or you can simply use the Insert menu or the context menu available when you right-click on any column in the header row of the sheet portion of the view, to insert or remove fields from the current table associated with the view.

Available Task Tables

This is the list of standard task tables, available by default in Microsoft® Project, supported in Seavus Project Viewer:

- Baseline – displays estimates for task dates, durations, work, and costs.
- Constraint Dates – displays task constraints, including constraint type and constraint date.
- Cost – displays cost information about your project tasks (including cost, planned cost, variance, actual cost, and remaining cost).
- Delay – shows information that helps you level resources, including leveling, delay, duration, scheduled start and finish dates, successors, and resource names.
- Earned Value – uses traditional project management categories to compare the relationship between work and costs. For example, you may want to compare your estimated cost of the work performed (BCWP) with what the work is actually costing (ACWP).
- Entry – displays basic information regarding tasks, including the task name, duration, start date, finish date, predecessors, and resource names.
- Export – used to display a broad range of task-related fields.
- Hyperlink – used to show the shortcuts associated with a task
- Rollup Table – used with the Bar Rollup view, the Milestone Date Rollup view, and the Milestone Rollup view to optimize the display of rolled-up tasks.
- Schedule – displays scheduling information, including scheduled start and finish dates, late start and finish dates, free slack, and total slack.
- Summary – provides an overview of basic project information, including task duration, scheduled start and finish dates, percent work complete, cost, and work.
- Tracking – displays actual information about the project, as opposed to scheduled information.
- Usage – displays project tasks and shows their work, duration, and start and finish dates.

- Variance – emphasizes the variations between actual start and finish dates and baseline start and finish dates.
- Work – displays work information, including baseline work, work variance, actual work, overtime work, and remaining work.

If the project manager created one or more custom task tables in Microsoft® Project and saved them in the project plan, Seavus Project Viewer will read them from the .mpp file and present them to you in the Tables menu, or the More Tables dialog.

Available Resource Tables

This is the list of standard resource tables, available by default in Microsoft® Project, supported in Seavus Project Viewer:

- Cost – displays cost information about your project resources (including cost, planned cost, variance, actual cost, and remaining cost).
- Earned Value – uses traditional project management categories to compare the relationship between work and costs. For example, you may want to compare your estimated cost of the work performed (BCWP) with what the work is actually costing (ACWP).
- Entry – displays basic information regarding resources, including the resource type, group, standard rate, overtime rate, cost per use, and accrual method.
- Entry - Material Resources – displays basic information about material resources, including the resource name, group, standard rate, cost per use, and accrual method.
- Entry - Work Resources – displays basic information about work resources, including the resource name, type, group, maximum units, standard rate, overtime rate, cost per use, and accrual method.
- Export – used to display a broad range of resource-related fields (columns).
- Hyperlink – used to show the shortcuts associated with a resource
- Summary – provides an overview of the project resources, including the resource name, group, standard and overtime rates, maximum units, and peak units.
- Usage – displays the project resources and shows how much work is assigned to each of them.
- Work – displays work information, including baseline work, work variance, actual work, overtime work, and remaining work.

If the project manager created one or more custom resource tables in Microsoft® Project and saved them in the project plan, Seavus Project Viewer will read them from the .mpp file and present them to you in the Tables menu, or the More Tables dialog.

Filters

Overview

There are times when you want to view only a particular type of information in your project. For example, you may want to view only the milestones of your project or see tasks that have not started. If your project has many tasks and involves many resources, filters can be very useful for viewing a specific range of information. Filters allow you to display only the information you are interested in and hide the rest. Selecting a filter does not delete information from your project; it only filters it from your view.

Seavus Project Viewer supports all standard task filters, available by default in Microsoft® Project, for viewing specific aspects of tasks and resource filters for viewing specific aspects of resources. In addition, project managers can create a new filter or modify an existing filter by customising a filter's criteria in Microsoft® Project. These new filters and customizations of the existing ones can be used in Seavus Project Viewer as well.

In Seavus Project Viewer, you can change the filter in the currently active view by using the Filters sub-menu of the Project menu, or the More Filters dialog, accessible from the same menu. In this dialog, you can also specify which filters should be available for a quick access through the Filters sub-menu.

Besides using the Filters sub-menu of the Project menu, you can also quickly change a filter by using the Filters drop-down box on the Formatting toolbar.

Seavus Project Viewer provides you with two options for activating the filters. If you apply filters from the quick-access menu or the Filters drop-down box, they will cause only the task, resources, and assignments satisfying the filter criteria to be shown in the view. However, when using the More Filters dialog, you can also choose to activate a filter in highlight mode by selecting a filter and clicking on the Highlight button. This will cause the task, resources, and assignments satisfying the filter criteria to be highlighted with different color in the sheet portion of the active view.

In addition to standard filters, Seavus Project Viewer features AutoFilter option, which is visible in most sheet views. Each field in a sheet view has its own AutoFilter. By default,

AutoFilter option is turned off, but you can turn it on by clicking on the AutoFilter button on the Formatting toolbar.

Available Task Filters

This is the list of standard task filters, available by default in Microsoft® Project, supported in Seavus Project Viewer:

- All Tasks – shows all tasks regardless of their characteristics.
- Completed Tasks – shows only those tasks that have been finished (marked as 100% complete)
- Cost Greater Than… – interactive filter that prompts you for a cost amount and then shows those tasks that cost more than that amount
- Cost Overbudget – shows all tasks that have a scheduled cost greater than the baseline cost
- Created After… – interactive filter that prompts you for a date and then shows tasks that were created in your project on or after that date
- Critical – shows all tasks that are on the critical path
- Date Range… – interactive filter that prompts you for two dates and then shows all tasks that start after the earlier date and finish before the later date
- In Progress Tasks – shows all tasks that have started but have not been completed
- Incomplete Tasks – shows all tasks and assignments that have not finished, regardless of whether they have started
- Late/Overbudget Tasks Assigned To… – interactive filter that prompts you for a resource name and then shows the tasks assigned to that resource that are exceeding the allocated budget or finishing after the finish date in the baseline plan
- Linked Fields – shows only those tasks to which information from other programs has been linked
- Milestones – shows only those tasks that are milestones
- Resource Group… – interactive filter that prompts you to enter the name of a resource group and then displays those tasks that are being carried out by the resources that belong to that group
- Should Start By… – interactive filter that prompts you for a date and then shows all tasks that should start by that date but have not
- Should Start/Finish By… – interactive filter that prompts you for two dates: the date that a task or assignment should have started and the date that a task or assignment should have finished, and then displays those tasks or assignments that have not started and finished within the date range you specified

- Slipped/Late Progress – displays tasks that have either slipped behind their scheduled finish date in the baseline plan or have not been progressing on schedule
  - Slipping Tasks – shows all tasks that have been delayed from their original baseline plan and have not yet been completed
  - Summary Tasks – shows all tasks that are summary tasks
  - Task Range… – interactive filter that prompts you for two ID numbers and then shows all the tasks between and including those two numbers
  - Tasks With A Task Calendar Assigned – shows tasks that have a calendar assigned
  - Tasks With Attachments – shows tasks that have objects attached or a note in the Notes box
  - Tasks With Deadlines – shows all tasks that have a specified deadline
  - Tasks With Estimated Durations – shows all tasks whose duration is an estimate and their summary tasks
  - Tasks With Fixed Dates – shows all tasks that do not have the As Soon As Possible constraint or that have an actual start date
  - Tasks/Assignments With Overtime – shows those tasks or assignments that are specified as overtime work
  - Top Level Tasks – shows only the highest-level summary tasks
  - Unstarted Tasks – shows tasks that have not yet started
  - Using Resource In Date Range… – interactive filter that prompts you for three different pieces of information: the name of a resource and two dates, and then shows the tasks assigned to a resource you specify that start or finish after a date you specify and before another date that you specify
  - Using Resource… – interactive filter that prompts you for the resource whose tasks you want to view
  - Work Overbudget – shows all tasks with scheduled work greater than the baseline work

If the project manager created one or more custom task filters in Microsoft® Project and saved them in the project plan, Seavus Project Viewer will read them from the .mpp file and present them to you in the Filters menu, or the More Filters dialog.

Available Resource Filters

This is the list of standard resource filters, available by default in Microsoft® Project, supported in Seavus Project Viewer:

- All Resources – shows all resources regardless of their characteristics

- Cost Greater Than… – interactive filter that prompts you for a cost amount and then shows those resources with assignments that cost more than that amount
- Cost Overbudget – shows all resources that have a scheduled cost greater than the baseline cost
- Created After… – interactive filter that prompts you for a date and then shows resources that were created in your project on or after that date
- Date Range… – interactive filter that prompts you for two dates and then shows all resources with assignments that start after the earlier date and finish before the later date
- Group… – interactive filter that shows all resources belonging to the group you specify
- In Progress Assignment –shows the assignments that have been started but have not been completed
- Linked Fields – shows only those resources to which information from other programs has been linked
- Overallocated Resources – shows all resources that are scheduled to do more work than they can accomplish in the time specified
- Resource Range… – interactive filter that shows all resources with ID numbers within the range you specify
- Resources – Material – shows material resources like wood, nails, or cement
- Resources – Work – shows work resources like people and equipment
- Resources With Attachments – shows resources that have objects attached or a note in the Notes box
- Resources/Assignments With Overtime – shows those resources or assignments that are specified as working overtime
- Should Start By… – interactive filter that prompts you for a date and then shows all resources with assignments that should start by that date but have not
- Should Start/Finish By… – interactive filter that prompts you for two dates: the date that an assignment should have started and the date that an assignment should have finished, and then displays those assignments that have not started and finished within the date range you specified
- Slipped/Late Progress – displays assignments that have either slipped behind their scheduled finish date in the baseline plan or have not been progressing on schedule
- Slipping Assignments – shows all assignments that have been delayed from their original baseline plan and have not yet been completed
- Unstarted Assignments – shows those assignments that have not yet started

- Work Complete – shows all completed assignments, and resources that have completed all their assigned tasks
- Work Incomplete – shows all resources with an amount of scheduled work that is less than the amount of baseline work
- Work Overbudget – shows all resources with scheduled work greater than the baseline work

If the project manager created one or more custom resource filters in Microsoft® Project and saved them in the project plan, Seavus Project Viewer will read them from the .mpp file and present them to you in the Filters menu, or the More Filters dialog.

Groups

Overview

In Seavus Project Viewer, you can use the standard groups, available by default in Microsoft® Project, to categorize and view rolled up task, resource, or assignment information in a variety of ways. In addition, project managers can also create custom groups that are stored in the .mpp file when saving the project. You are able to use those groups in Seavus Project Viewer as well.

There are two types of predefined groups: task groups (which you can apply to task sheet views) and resource groups (which you can apply to resource sheet views).

In Seavus Project Viewer, you can change the group in the currently active view by using the Groups sub-menu of the Project menu, or the More Groups dialog, accessible from the same menu. In this dialog, you can also specify which group should be available for a quick access through the Groups sub-menu.

Besides using the Groups sub-menu of the Project menu, you can also quickly change a group by using the Groups drop-down box on the Standard toolbar.

Available Task Groups

This is the list of standard task groups, available by default in Microsoft® Project, supported in Seavus Project Viewer:

- Complete and Incomplete Tasks – categorizes and displays your project's tasks in these three % Work Complete groups: 0, 1-99, and 100

- Constraint Type – categorizes and displays your project's tasks according to one of the following constraints: As Late As Possible, As Soon As Possible, Finish No Earlier Than, Finish No Later Than, Must Finish On, Must Start On, Start No Earlier Than, and Start No Later Than
- Critical – displays your project's tasks according to whether the task is critical
- Duration – categorizes and displays your project's tasks according to the number of days they should take to complete
- Duration then Priority – categorizes and displays your project's tasks first according to the number of days they should take to complete, and then by priority (in intervals of 100) within each duration group
- Milestones – displays your project's tasks according to whether the task is a milestone
- Priority – categorizes and displays your project's tasks by their priority (in intervals of 100)
- Priority Keeping Outline Structure – categorizes and displays your project's tasks first by their outline numbers, and then by their priority within the outline

If the project manager created one or more custom task groups in Microsoft® Project and saved them in the project plan, Seavus Project Viewer will read them from the .mpp file and present them to you in the Groups menu, or the More Groups dialog.

Available Resource Groups

This is the list of standard resource groups, available by default in Microsoft® Project, supported in Seavus Project Viewer:

- Assignments Keeping Outline Structure – categorizes and displays the resource assignments first by resource name and then by task outline number
- Complete and Incomplete Resources – categorizes and displays your project's resources in these three % Work Complete groups: 0, 1-99, and 100
- Resource Group – categorizes and displays resources by their resource group field
- Standard Rate – categorizes and displays your project's resources according to their standard rate (their rate of pay for regular, non-overtime work)
- Work vs. Material Resources – categorizes your project's resources according to whether each is a material resource or a work resource

If the project manager created one or more custom resource groups in Microsoft® Project and saved them in the project plan, Seavus Project Viewer will read them from the .mpp file and present them to you in the Groups menu, or the More Groups dialog.

Reports

Overview

To manage a project effectively, you may need to communicate project information to a variety of people. With SPV, you can print views and reports that present the exact information you want.

Even though views provide extensive information about the project, using even graphical presentation in charts and graphs, sometimes the information presented in the view may not be sufficient or easy to use when reviewing and analysing a project by the company management. Therefore, in Seavus Project Viewer, beside the printing capability for views, you are also able to print the project information using the reports feature.

Reports provide a specially formatted and ready to print descriptive overview over the project, and project tasks, resources and assignments.

With Seavus Project Viewer, you can print information about tasks, resources, costs, and progress in a report that suits your needs.

Seavus Project Viewer includes many predefined task, resource, and crosstab reports and categorizes them by overview, current activities, costs, assignments, workload, and custom reports. Several of these reports, such as the Project Summary, Top Level Tasks, or Budget reports, are especially useful for printing project status information.

Available Reports

Overview

- Project Summary – A summary of the number of tasks and resources, project cost, start and finish dates, and total amount of work.
- Top-Level Tasks – A list of the highest level tasks and summary tasks showing the scheduled start and finish dates, duration, percent complete, cost, and work.
- Critical Tasks – A list of critical tasks showing the scheduled start and finish dates and the predecessors and successors of each task.
- Milestones – A list of milestones sorted by start date.
- Working Days – A list of working times for each day of a week in the base calendar.

Current Activities

- Unstarted Tasks – A list of tasks that have not yet started, their durations, predecessor tasks, start and finish dates, resources, and assignments, all sorted by start date.
- Tasks Starting Soon – A list of tasks starting within a time period that you specify.
- Tasks In Progress – A list of tasks that are currently in progress, showing the months in which the tasks occur.
- Completed Tasks – A list of completed tasks, showing the months in which the tasks occur.
- Should Have Started Tasks – A list of the tasks that should have started by the date you specify.
- Slipping Tasks – A list of the tasks that have been rescheduled to finish after their baseline finish dates.

Costs

- Cash Flow – A table showing costs per task in weekly increments.
- Budget – A list of tasks showing the budgeted cost of each task and the variance between budgeted costs and current costs.
- Overbudget Tasks – A list of tasks whose costs exceed the baseline cost.
- Overbudget Resources – A list of resources whose costs exceed the baseline cost.
- Earned Value – A list of tasks showing earned value, in particular whether you are ahead of or behind schedule as compared with the actual costs incurred.

Assignments

- Who Does What – A list of resources showing their assigned tasks, the work scheduled for each task, the start and finish dates, and the resource details.
- Who Does What When – A list of resources showing their assigned tasks and the daily work scheduled for each task.
- To Do List – A list of tasks with their durations, start and finish dates, and predecessors broken out by week for a resource you specify.
- Overallocated Resources – A list of overallocated resources and the tasks to which they are assigned.

Workload

- Task Usage – A list of tasks showing assigned resources and the amount of work scheduled work in weekly increments.
- Resource Usage – A list of resources showing the tasks to which each resource is assigned and the amount of scheduled work in weekly increments.

Custom

- Resource Usage (material or work) – A list of resources showing the tasks to which each resource is assigned and the amount of scheduled work in weekly increments.
- Task – A custom report showing task information.
- Resource (material, work, or both) – A custom report showing resource information.
- Crosstab – A custom tabular report with task and resource information in rows and time increments in columns.

Save my Settings

Overview

'Save My Settings' User Profile functionality will remember the 'view' preferences you wish to see when displaying project plan information so you will no longer need to adjust your views when you open a new .mpp file. Additionally, it will allow you to standardize your Seavus Project Viewer interface to see only the information you want, in a format that you prefer.

Users can change the settings, such as the timescale, they can insert or hide specific columns in the Gantt Chart or view detailed information in the Task Usage view or a filtered Resource Usage view and once they set up their viewing preferences, the preferences can be saved and used for viewing any and all other projects in the future.

Available Settings

The following list of the 'view' settings can be saved in Seavus Project Viewer:

Columns

The following information can be saved for this category**:**

- Field Name.
- Align Title.
- Align Data.
- Header Text Wrapping
- Width

Views: Gantt Chart, Task Usage, Tracking Gantt, Resource Sheet, Resource Usage

Timescale

The following information can be saved for this category**:**

- Tiers
  - Tier Type (Top, Middle, Bottom).
  - Units.
  - Label.
  - Count.
  - Align.
  - Use Fiscal Year.
  - Tick Lines.
  - Size.
  - Show.
  - Scale Separator.
  - Field Name.
- Non-Working time
  - Draw.
  - Color.
  - Pattern Align Title.

Views: Gantt Chart, Task Usage, Tracking Gantt, Resource Graph, Resource Usage

Details

The following information can be saved for this category**:**

- Work
- Actual Work
- Cumulative Work
- Baseline Work
- Cost
- Actual Cost

Views: Task Usage, Resource Usage

Languages

This is new feature that became available in Seavus Project Viewer from version 4.1 build 6610. Now, the option for choosing the application language has been removed from the installation steps and placed within the application – Tools menu, Language option.

With this feature the need of reinstalling the application in order to change the application language has been avoided. You can now switch the application language by simple click on the desired language and restarting the application.

There are five available languages: English (default), German, French, Spanish and Czech.

Additional Features

Program Options

This dialog provides you with several configuration options for the Seavus Project Viewer application, as well as the currently opened project file. It can be accessed through the Options command on the *Tools* menu.

Program Option window contains two tabs: *View* and *Calendar*.

View Tab

This is the list of all the configuration options you can change in the View tab:

Date format

Specifies the format for displaying dates. Some information, such as time formats and the date separator are set through the Microsoft Windows Control Panel. For more information, see your Microsoft Windows documentation.

This is a global setting for the application.

Show section

Use this section to specify which Project interface elements you want to display or hide.

- View Bar – see the "View bar" section for a description of the view bar interface element
- Status Bar – see the "**Error! Reference source not found.**" section for a escription of the status bar interface element

These are global settings.

Currency options

Use this section to set options for currency formatting. Currency options are local settings and apply only to the active project.

Symbol – Specifies the currency symbol. Use caution when changing currency symbols for projects that already have cost information. For example, if you open a project that has values entered in francs; do not change the currency symbol to a dollar sign. It could be misleading because the cost values reflect franc prices, and changing the symbol does not convert the currency amount. By default, the currency symbol is $.

Decimal digits – Specifies the number of digits after the decimal. The default setting is 2.

Placement – Specifies the position the currency symbol occupies. The default setting is $1, with the symbol just before amount.

Outline options

Use this section to specify outlining options. Outline options are local settings and apply only to the active project.

- Indent name – Indents the names of subtasks in the Task Name column. Indenting subtasks lets you quickly see the outline of your project. By default, this check box is selected.
- Show outline symbol – Displays outline symbols next to each task name. Project shows a plus sign next to rolled-up summary tasks and a minus sign next to summary tasks showing their subtasks. By default, this check box is selected.
- Show outline number – Displays the outline number next to each task name. By default, this check box is cleared.

View options for time units

This section sets the default labels that Seavus Project Viewer uses to indicate time units.

- Minutes – Sets the label for minutes. The default setting is min.
- Hours – Sets the label for hours. The default setting is hr.
- Days – Sets the label for days. The default setting is day.
- Weeks – Sets the label for weeks. The default setting is wk.
- Months – Sets the label for months. The default setting is mon.
- Years – Sets the label for years. The default setting for this check box is yr.
- Add space before label – Adds a space between numbers and time unit labels. By default, this check box is selected.

- Show that tasks have estimated durations – Adds a question mark (?) next to the time unit of the duration field if the task duration is marked as estimated
- Duration is displayed in – Specifies the unit of time (minutes, hours, days, weeks, or months) used when displaying the Duration field in the current project. The default setting is Days.
- Work is displayed in – Specifies the default unit of time (minutes, hours, days, weeks, or months) used when displaying the Work field in the current project. The default setting is Hours.

Template

In this section you can change the global template identifying the default views, tables, filters, and groups in Seavus Project Viewer. You can click Browse to navigate to your own template on the disk or a template stored on the network. You must restart the Seavus Project Viewer application in order for the change to take effect. You can read more about the functionality behind the global template in the "Template" section of this manual.

Project Office.net Settings

Use this segment from the *Program Option* menu to specify additional settings for connection to ProjectOffice.net. You can read more about this functionality in the "Project Office.net & Proxy Settings" section of this manual.

Calendar Tab

The following information can be viewed in the Calendar tab:

- Start of the work week; Start of the fiscal year
- Default Start and End time
- Working hours per day and week; Work days per month

Template

Using the global template helps you standardize the use and appearance of project files when viewed in Seavus Project Viewer within a team or across an organization. Information in a template can include views, calendars, tables, filters, and groups.

When a project (.mpp) file is opened in Seavus Project Viewer, the application first loads the views, calendars, tables, filters, and groups that are found in the .mpp file and then adds all of the missing stuff from the global template. This way, each project plan would always have, as a minimum, all of the views and related features that are available in the

global template, while keeping the modified views found in the .mpp file, i.e. as saves by the project manager in Microsoft® Project.

As you can see in section "Program Options" of this manual, the Options dialog in Seavus Project Viewer allows you to change the global template to another template (.mpt) file, stored either locally on the disk or available on some network share, thus you are not limited to the standard template file coming through the Seavus Project Viewer installation.

The global template opens up for several exciting uses of it in Seavus Project Viewer:

Enforcing company standards

It is common for many, if not all organizations to have a standard way of presenting project plans, including the selection of data in the task and resource tables, different styles and visual options for the views, organization of the data using filters and groups, etc. By setting up one global template on a network share for all users of Seavus Project Viewer, organizations will be able to provide the same set of views for everyone, without the need to manually copy the views, tables, filters, groups and calendars into the project (.mpp) file using the Organizer in Microsoft® Project for each project.

Simplify the use of the product

By deploying one or more "slimmer" global templates for one or more target user groups, the organizations can provide only a limited, i.e. well-known and easy to understand/use, set of views and related features to the different user, without them having to worry about things like "I have no idea what this Network Diagram is here, how can/should I use it?!".

Personalize the views and features in the product

Individuals can use their own, personal, templates with the product, by first creating them in Microsoft® Project (e.g. financial officer asking one of the project managers to create a template with custom views showing costs and budget information) and then using them with Seavus Project Viewer.

Customizable distribution

Since Seavus Project Viewer is distributed as an MSI distributable setup, IT administrators can customize the setup and either deploy their own global template or configure Seavus Project Viewer to use a template from a network share, thus requiring no work on the user side to customize the product.

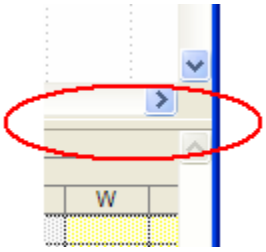
Project Office.net & Proxy Settings

This field is reserved for users in companies that have installed ProjectOffice as the intranet solution. Your company's IT department should provide you the exact URL of the installed solution. If you use the following link: http://www.projectoffice.net as default URL for your work, do not make any changes.

Proxy Settings button opens a new dialog box where you must make the necessary adjustments in order to access ProjectOffice.net. You can use this functionality if proxy servers exist in your working environment. By default, *Detect proxy automatically* radio button is selected. If the IT department provides you with additional information regarding the proxy server in your company, you must select the *Use the following proxy* radio button and enter the parameters.

Combined views

Combination views are views that contain two views. The bottom pane view shows detailed information about the tasks or resources in the top pane view. Combination views can be created in Seavus Project Viewer by using the Split action on the Window menu. Alternatively, you can activate the combined view functionality by dragging the split bar up, as shown on the figure below, which can be found in the bottom down corner of the application window, between the horizontal and vertical scrollbars.



Combination views can be useful when you are interested to view more detailed information about a selection of task or resources in one of the available views. By activating a different view in the bottom pane of the combination view window, you can select one or more tasks in the top view and view the associated task, resources, or assignments in the bottom view.

Here are few useful examples when you can use combination views to help you better analyse the project information and schedule:

- When you display any resource view in the top pane and the Calendar view in the bottom pane, the view in the bottom pane shows the assigned tasks for the

resources selected in the top pane, presenting them as they are scheduled on particular days, weeks, or months

- When you display any resource view in the top pane and the Gantt Chart view in the bottom pane, the view in the bottom pane shows the assigned tasks for the resources selected in the top pane, along with information about those tasks.
- When you display any task view in the top pane and the Network Diagram in the bottom pane, the view in the bottom pane shows the network diagram boxes for the tasks selected in the top pane.
- When you display any task view in the top pane and the Resource Graph view in the bottom pane, the view in the bottom pane shows allocation information for the first resource assigned to the tasks selected in the top pane. (You can scroll to see information about additional resources assigned to the tasks.)
- When you display any task view in the top pane and the Resource Usage view in the bottom pane, the view in the bottom pane shows the resources assigned to the tasks selected in the top pane, along with information about those resources. The resource information shown pertains to all assigned tasks for each resource, not just to the tasks selected in the top pane.
- When you display any resource view in the top pane and the Task Usage view in the bottom pane, the view in the bottom pane shows the resource selected in the top pane with each assigned task, along with information about the assigned tasks.

Timescale formatting

Some views, such as the Gantt Chart, have a timescale at the top. By default, the timescale displays two tiers, but in Seavus Project Viewer you can customize it to show up to three tiers: a top tier, a middle tier, and a bottom tier. You can adjust all timescale tiers independently to view your project at the level of detail you need. You can also hide any or all timescale tiers.

The steps to customize the timescale can be summarised as follows:

1. On the Format menu, click Timescale, and then click the Top Tier, Middle Tier, or Bottom Tier tab.
2. On the tab for the displayed timescale tier, in the Units box, click the time unit you want to use.
3. In the Label box, click the label you want for displaying the time unit.
4. In the Align box, click the label alignment you want.

5. In the Count box, type a number to specify the frequency of unit labels on the timescale tier. For example, if the unit is weeks, and you type 2, then the timescale tier is separated into 2-week segments.
6. To display or hide vertical lines between unit labels, select or clear the Tick lines check box.
7. To base the timescale tier labels on your fiscal-year settings, select the Use fiscal year check box, or clear the check box to base your timescale tier labels on the calendar year.
8. To display a horizontal line between the timescale tiers, select the Scale separator check box.
9. To condense or spread out the columns of the timescale tier, type or select the percentage you want in the Size box.

In addition, for some views you can also specify the options for presenting the non-working time, like the calendar which defines the working and non-working days and time, the color and pattern that should be used when drawing the non-working time, and how to draw the non-working time in relation to the task bars.

If the project manager customized the timescale in Microsoft® Project, the timescale format is saved in the project (.mpp) file and will be displayed as saved by the project manager in Seavus Project Viewer.

Layout formatting

In some views (Gantt Chart and Network Diagram), Seavus Project Viewer enables you to change the layout of the chart, i.e. the bars/boxes laid out in the chart portion of the view. You can change the layout options for the active view by using the Layout dialog for the corresponding view, by clicking on the Layout command on the Format menu.

Gantt Chart

In any of the Gantt Chart views, you can change the following layout options for the active view in Seavus Project Viewer:

- The style in which links between tasks should be drawn
- The date format for the date fields shown around the bars
- The option to always roll-up Gantt bars to the summary bars, regardless of the task setting
- The option to hide the roll-up bars from the summary bars, when they are expanded

Network Diagram

In any of the Network Diagram views, you can change the following layout options for the active view in Seavus Project Viewer:

- The arrangement of the box layout
- The alignment, spacing, height and width of the boxes in the rows and columns
- The option to show summary tasks
- The style in which links between boxes should be drawn
- The link color
- The background of the diagram

Detail styles formatting

In some views (Task and Resource Usage), Seavus Project Viewer enables you to change the formatting of the detail fields, i.e. change the detail styles (Task and Resource Usage) for the different detail fields shown in the view.

You can change the detail styles for the active view by using the Detail Styles dialog for the corresponding view, by clicking on the Detail Styles command on the Format menu.

In any of the Task and Resource Usage views, you can change the font and background formatting (color and pattern) associated with a detail field. In addition, the Detail Styles dialog allows you to choose which fields should be shown in the usage portion of the view, and which fields should be placed in the Details sub-menu of the Format menu for quick access.

Progress Lines

To create a visual representation of the progress of your project, you can display progress lines on your Gantt Chart. For a given progress date (or the status date) of your project, Seavus Project Viewer draws a progress line connecting in-progress tasks and tasks that should have started, creating a graph on the Gantt Chart with peaks pointing to the left for work that is behind schedule and peaks pointing to the right for work that is ahead of schedule. The distance from the vertical line to the peak indicates the degree to which the task is ahead of or behind schedule as of the progress or status date.

You can display multiple progress lines for different dates in your project and change the way the lines look. You can also display progress lines relative to your actual plan or to a saved baseline plan.

You can manage the progress lines with the help of the Progress Lines dialog, accessible when clicking the Progress Lines command on the Tools menu or the Progress Lines button on the Tracking toolbar.

In this dialog you can:

- Display the current progress lines by choosing between the project status date or current date as a reference
- Display progress lines at recurring intervals, by specifying the recurrence options from the available settings
- Display selected progress lines by specifying particular dates at which they should be drawn
- Set the option to display the progress lines in relation to the actual or the baseline plan
- Change the line type to be drawn for the progress lines from the available options
- Change the line style, i.e. line and progress point colors and shapes
- Set the option to display a date for each progress line at the top, right below the timescale
- Change the format for the date displayed for the progress lines

Information dialogs

Seavus Project Viewer provides the option to quickly review the scheduling option and other information about the project, tasks, resources, and assignments through the various information dialogs available in the application. They match their counterparts in Microsoft® Project, thus anyone with some experience in Microsoft® Project will be able to easily follow the information presented there.

This is the complete list of information dialogs in Seavus Project Viewer:

- Project Information – presents the basic scheduling information for the project, like start/finish date, if the project tasks are scheduled from the start or the end, and the base calendar used in the project. You can also access the Project Statistics dialog from this dialog as well.
- Project Statistics – presents the overall project statistics for start and finish dates, duration, work, and costs
- Task Information – presents detailed information about the selected task like name, duration, percent completed, priority, start and end dates, constraint information, deadline, task calendar, list of predecessors, assigned resources, task notes, etc.

- Recurring Task Information – presents detailed information about the selected recurring task like name, duration, recurrence pattern, task calendar, etc.
- Resource Information – presents detailed information about the selected resource like name, e-mail, type, booking type, availability, calendar, different cost rates, resource notes, etc.
- Assignment Information – presents detailed information about the selected assignment like task and resource name, scheduled work and units, start and finish dates, cost, work contour, actual work, start and finish, percent completed, assignment notes, etc.

In addition to these dialogs, Seavus Project Viewer has an interactive dialog that gives the user the opportunity to enter specific information and send this information to the project manager.

Task Update presents a dialog box where a user can enter specific information regarding the task, such as its own e-mail, the e-mail of the person to whom these updates will be sent (usually, the project manager) and the Actual working hours.

The information dialogs can be opened from the Project menu, the Standard toolbar or by double-clicking the selected task, resource or assignment.

Document properties

The 'Document Properties' in Seavus Project Viewer has four tabs, which contain information that describes the project plan. The General tab is the default.

This is the complete list of document properties tabs dialogs in Seavus Project Viewer:

- General – presents statistics about the project file such as name, type, size and the location of the file. Users can also see the date when the file was created, last modified and last opened.
- Summary – presents descriptive information about the project plan and the resources associated with it as well as the author of the project file, his\her manager and the name of the company where the project plan is created.
- Statistics – presents detailed information about the project plan such as date of creation, when the project plan was last modified and accessed. It also shows who last saved the plan, how many times the document was revised and total amount of computer time spent on editing the file

- Contents – presents the most commonly reviewed statistic about the project plan, such as the start and finish date, work and costs and the percentage completed for duration and work consequently

The document properties dialogs can only be opened from the Project menu.

Printing

To manage a project effectively, you may need to communicate project information to a variety of people. With Seavus Project Viewer, you can print views and reports that present the exact information you want.

The process of printing the information you need can be as simple as clicking a button or as refined as customising and previewing the existing views. No matter how simple or refined the process, printing a view or report consists of essentially the same steps:

- Select the view or report that best presents the information you want – If a predefined view or report does not meet your exact needs, you can apply different tables or filters, or change the way tasks, resources, or assignments are grouped or sorted.
- Make display changes to the view or report – For example, you may want to scale information to fit on a single page.
- Preview a view or report before it is printed – Previewing a view or report can help you verify content and display changes you made so you can adjust them again if necessary.
- Print the view or report – To make printing as efficient as possible you can specify the options you want. For example, you can print a range of pages (defined by page numbers or dates), suppress blank pages, and print multiple copies.

You can make changes to the way a printed view or report looks by specifying page setup options such as page orientation, scale, or paper size. The *Page Setup* dialog for a view is directly accessible through the *Page Setup* command on the *File* menu. The page setup options for a report, on the other hand, are accessible through the following procedure:

1. On the *View* menu, click *Reports*.
2. Click the report type you want, and then click *Select*.
3. Click the report you want, and then click *Select*.
4. Click Page Setup.

Once you open the *Page Setup* dialog, you can follow the steps below to specify the page and other printing options for a view or a report. Note that some of the options in the Page Setup dialog available for views may not be available for the reports. Some options may differ between different views as well:

1. Click the *Page* tab in the *Page Setup* dialog.
2. To change page orientation, under *Orientation*, click *Portrait* (vertical) or *Landscape* (horizontal).
3. To scale pages, under *Scaling*, click *Adjust to*, and then type the percentage at which you want information to appear on your printed pages in the *% normal size* box.
4. To adjust page fit (some views only), under *Scaling*, click *Fit to*, and then specify the number of pages you want in the *pages wide by* and *tall* boxes.
5. To change the paper size, click the paper size you want in the *Paper Size* box.
6. Click the *Margins* tab.
7. In the *Top*, *Bottom*, *Left*, and *Right* boxes, type or select the new margin settings
8. To display or hide page borders, under *Borders around*, click *Every page*, or *None*.
9. Click on the *Header* tab
10. Select the type of the header in the *Choose Header* frame.
11. To select the font of the *Custom* header, click on the *Font* button
12. To insert an image in the *Custom* header, click on the *Image* button
13. To select the alignment of the header's text or image, click on the *Right, Center* or *Left* button
14. Click on the *Footer* tab
15. Select the type of the footer in the *Choose Footer* frame
16. To select the font of the *Custom* header, click on the *Font* button
17. To insert an image in the *Custom* footer, click on the *Image* button
18. To select the alignment of the footer's text or image, click on the *Right, Center* or *Left* button
19. Click the *View* tab (gantt, sheet and calendar views only).
20. If you are printing a gantt or a sheet view, you can:
    a. Tick the *Print all sheet columns* box if you would like to print all columns in the sheet portion of the view, even though they are not visible on the screen, e.g. hidden behind the chart portion of the view.
    b. Tick the *Print first N columns on all pages* and specify the number of columns if you wish to have the specified number of leftmost columns printed on every page of the view.

c. Tick the *Print notes* if you would like to print the notes entered in the notes tab in the Task information window on separate page in the Gantt Chart.
d. Tick the *Print blank pages* box if you wish to print the pages in a view that contain no data.

21. If you are printing a calendar view, you can:
    a. Select the *Months per page* option if you want months displayed on your printed calendar. Select either one or two months per page.
    b. If you selected the above option, you can also tick the *Only show days in month* box to display dates in date boxes for the printed month only, and/or the *Only show weeks in month* box to displays dates in date boxes for only the weeks that include days in the printed month.
    c. Select the *Weeks per page* option and then type the number of weeks in the box to print the specified number of weeks per page.
    d. Select the *Week height as on screen* option to print the weeks at the same height as they are shown in the Calendar view.
22. In the *Legend* section choose where to print the legend by selecting *Every page*, *Legend page* or *None*.
23. In the same section specify the width of the legend in the *Width* box.

Before printing a view or report, in addition to the page setup options, you can specify print options such as the printer and its properties, the print range for pages, the number of copies, and the date range.

1. On the *File* menu, click *Print*.
2. Under *Printer*, *Print range*, and *Copies* select the print options you want.
3. To change printer properties, click Properties, select the options you want, and then click OK.

In addition, users can print the project plan using the *Print with Seavus Project Viewer* feature, with the following procedure:

- Open the Window Explorer
- Select the .mpp file that you want to print
- Click on the right mouse button and select the *Print with Seavus Project Viewer* feature

After performing this procedure the *Print* window will open. You may then make changes to print the document the way you want.

Resource Pools

One resource can be a part of individual resource lists for several different projects, or the resource can be a part of a single shared resource pool. Many organizations have the same resources assigned in more than one project or have shared resources in more than one project. In Microsoft® Project, project managers can combine all the resource information into a resource pool. The resource pool is a special project (.mpp) file, whose resources are shared across projects.

When a project whose resources are shared in a resource pool file is opened in Seavus Project Viewer, it loads the task information from the project file, and resource and assignment information from the resource pool file. Commonly, the project itself contains its own, local resources specific to the project in question. In that case, Seavus Project Viewer loads the local resources not matching the shared ones from the project file.

However, the local resources may have the same name as some of the shared resources. In Seavus Project Viewer, you can choose whether to load the resource pool or not and the precedence of the shared resources over the local ones with the same name. This is enabled through the Open Resource Pool Information dialog shown when opening a project using shared resource pool.

In case Seavus Project Viewer fails to open the resource pool for some reason, e.g. the file has been moved to a different location or you do not have permission to open it, a warning message appears and only the project file with its local resources will be loaded.

Master project, subprojects, and external tasks

By consolidating related projects into a master project, project managers can organize and manage complex projects or multiple related projects more effectively. Commonly, master projects consist only of inserted subprojects, but in some cases, the master project can have tasks own tasks as well.

When opening a master project file in Seavus Project Viewer, all of its inserted subprojects are loaded as well. If, for some reason, Seavus Project Viewer fails to load some of the subprojects, e.g. the file has been moved to a different location or you do not have permission to open it, a warning message appears and only the project summary task for the subproject is shown in the views.

Inserted projects are indicated in the Indicators icon with the icon. Pointing at the icon with your mouse, a tooltip with the location of the subproject file appears. You can also

view the location of the subproject file if you insert the Subproject File column in the table portion of the view.

Tasks from different subprojects can be linked together, forming a predecessor/successor dependency. When you open one of the subprojects in Seavus Project Viewer, all of the predecessor tasks from other subprojects will be shown next to the local tasks in the project being opened. They appear with different bar/box style and font in the different task views, e.g. in grey color, so they can be visually distinguished from the local tasks. These tasks are called External tasks.

By having the external tasks shown in the views, Seavus Project Viewer is able to draw the links between them and the local task, providing a more realistic view over the whole set of tasks and their dependencies. In addition, the predecessor or successor field for the local tasks linked to some external task shows the path to the project file in which the external task is defined and the ID of that task in that project.

Importing

With the new version of the Seavus Project Viewer, the users can open, view, analyze and print project plan created in Microsoft® Excel. In addition, users will receive a special Seavus Project Viewer Template, where they will enter their information for their projects. This feature allows Project Managers to quickly create project plans in Microsoft® Excel and Seavus Project Viewer will be able to import them and provide users with the ability to see all the views created by the Project Manager.

In addition, the users can create their own tasks in the "Task" tab in Microsoft® Outlook and then import them in the Seavus Project Viewer.

In this version, Seavus Project Viewer provides two possible options:

Feature	Description
Microsoft Excel (XLS)	Imports the information in XLS format. Previously, the project information is entered in special Microsoft® Excel template and saved in .xls format. After importing in Seavus Project Viewer, the project plan looks like it was created in Microsoft® Project
Microsoft Outlook	Imports the information from the "Task" tab in Microsoft® Outlook into Seavus Project Viewer. After importing in Seavus Project Viewer, the project plan looks like it was created in Microsoft® Project

Exporting

Seavus Project Viewer enables users who wish to analyze project information to export their project plan data into Microsoft® Excel; and/or to export data into Microsoft® Outlook for scheduling purposes; and/or to export data into Microsoft® PowerPoint to display project plan data in a more powerfully graphic way. Therefore, Seavus Project Viewer provides an exporting functionality which can export the task or resource information from the table associated to the currently active view or export the entire project plan. Exporting the information from a view into a different format is available through the choice of one of the options found in the Export to submenu of the File menu.

In this version, Seavus Project Viewer provides five possible options:

Feature	Description
Microsoft Excel (XML)	Exports the information in an XML Spreadsheet format. The exported file can be opened in Microsoft® Excel, just like any Excel spreadsheet file. This format will preserve the outline information and format the data for better viewing.
Microsoft Excel (CSV)	Exports the information in a textual, comma-delimited format. The exported file can be opened in Microsoft® Excel or any text editor. This format exports the task or resource information in raw table format, with no formatting or outline information.
Microsoft Outlook	Exports the information in the "Task" tab in Microsoft® Outlook.
HyperText Mark-up Language (HTML)	Exports the information in HTML (HyperText Mark-up Language) format. This format allows the users to publish the project plan on World Wide Web pages.
Microsoft® PowerPoint	Exports project information into Microsoft® PowerPoint

Once you have exported the information from the active view into a different file format, you can use the application associated with that format to further analyse and work with the data, e.g. prepare your own customized status report for the project.

Send To

To manage the project plan effectively and to share information about the project with other team members, Seavus Project Viewer provides users with the ability to send the project plan to any/all team member(s). Using this feature user can send project plan and images through Microsoft® Outlook.

In this version, Seavus Project Viewer provides two possible options:

Feature	Description

Mail recipient (As Attachment)	Opens the Untitled Message window, with the project plan attached in the Attachment field.
Mail recipient (As Schedule Notes)	Gives an opportunity to the users to send messages with an image of the selected task(s) from the project plan or send the entire project plan as an attachment.

In addition, you can send a particular task to a team member and that task will be placed in the team member's computer, in the Task tab in Microsoft® Outlook.

.ssv file format

Seavus Project Viewer now provides a secure file format that allows the user to lock and hide columns that contain sensitive information which project managers do not wish certain parties to be allowed to see. .ssv (Seavus Secure View File) is file format that is generated from Microsoft® Project while using Seavus Secure View add-in. This add-in allows project managers to lock and hide columns that contain information which is not appropriate for certain team members. Once the project plan is saved in .ssv file format, team members can open the file and work with the information that the project managers have determined will be displayed.

Open .spp files

The .SPP file format is the native format of Seavus Project Planner - standalone desktop application designed for creating project plans, assigning resources to tasks and tracking the progress and budget of the project. You can find more info about this application at www.seavusprojectplanner.com

Seavus Project Viewer is now able to open .SPP files, display and print all project information as shown in the original Seavus Project Planner.

Open .mpd files

Seavus Project Viewer now supports Microsoft Project Database format - .MPD files.

Import from Project Server 2007

You can build EPM (Enterprise Project Management) environment in your company by using Microsoft EPM 2003 or 2007 versions. Project managers can create tasks, assign resources and publish the project plan on Project Server 2007. Team members, external stakeholders and anyone with access to Project Server 2007 and using Seavus Project Viewer can connect to it and open the appropriate plan. Before using this feature, make

sure that the administrator has granted you access to Project Server 2007 and you know the exact Project Server's URL.

Import from ProjectOffice.net

ProjectOffice.net is an online project management solution that allows creation of project plans. Project managers can create tasks, build project team and assign resources to the tasks. Before user connects to the ProjectOffice.net, he/she must create an account and establish access to the appropriate spaces. After successful connection to ProjectOffice.net, user will see window with available spaces and projects. When the project plan is imported in Seavus Project Viewer, users can view project information using Seavus Project Viewer views, filter and group project plan data according their needs, or print the entire project plan.

Enterprise Custom Fields

Enterprise fields are custom fields that are created on the Microsoft Office Project Server, available only for Enterprise Projects with purpose to apply on a corporate level certain needed customized fields that can contain formulas, costs, durations, dates, flags, calendars, outline code, etc.

Seavus Project Viewer besides presenting the standard columns now supports displaying Enterprise custom fields from Enterprise Projects imported from Project Server 2007. Following fields are supported:

- Enterprise Project Text
- Enterprise Project Cost
- Enterprise Project Duration
- Enterprise Project Date
- Enterprise Project Number
- Enterprise Project Flag

Advanced Search

Beside the standard search options with the "Find" and "Go To" functionalities, Seavus Project Viewer has an advanced search option that allows for a detailed project plan search. You can search any type of term or name in the Tasks and Resources text fields. If you know the exact name you want to find in the project, you can restrict the search by selecting "Match Exactly" feature, or you can search entire project plan.

The search result is presented in Task Form view or Resource Form view, depending on the settings that you made in the Search Options. These forms can help you to view detailed information on the searched term, as well as other information that is directly or indirectly related to the search result.

Open password protected files

In order to avoid unauthorized editing of the project plan, project manager can insert password that will protect the information that is inserted inside the .mpp file. When this type of file is open with Seavus Project Viewer, a dialog will pop up, asking the team member to insert the right password for opening the project file. In case when wrong password is inserted, the team member is notified that the password is mistaken and the project file will not be opened.

Chapter 3: Seavus Project Viewer Task Update

In this section you will learn:

✓ Detailed features of the entire application

Introduction

With Task Update option in Seavus Project Viewer the users now have the ability to collaborate with project managers so they will have up-to-date information about the current status of the project tasks and track if all assignments in the project plan are finished on time. Team members that are using Seavus Project Viewer and Project Managers using Microsoft Project can collaborate with only shared location in their company's network.

In order to use task update you must have:

- Seavus Project Viewer with Task Update feature installed on your computer;
- Microsoft Project and Seavus Add-in for Microsoft Project installed on Manager's Computer, file previously marked as collaborative by project manager, located on a shared location;
- Read/write permissions to the shared location.

Benefits from Task Update

Since collaboration between the Project Manager and his Team members is essential for successfully running projects, Seavus Project Viewer Task Update can be great tool for reaching this goal.

Seavus Project Viewer Task Update can help companies to decrease their costs, easily track their projects and have better overview of their projects.

Moreover, you can avoid useless e-mail communication with your project manager.

Creating Updates

When you are opening a project file from a shared location, if collaboration is enabled on it, you should get a popup asking you how you would like to open the file. You have two options:

- Collaboration mode – if you choose this option you'll be able to create you updates.
- Standard mode – if you choose this option your project plan will be opened without editing options.

If you have opened the project file in one mode and you want to change the mode while working, you can always select or unselect the Collaboration mode option in the Tools menu.

After you have opened the project file in Collaboration mode, you can create your updates by using either the Resource or Task Usage views, or by Task or Assignment information window (in the Updates tab).

You can report time and progress on working days beginning from the start date of the project till the finish date of the project. The updating can be done in %Work complete or Actual Work and Actual Overtime Work.

With Seavus Project Viewer Task Update your project plan is flexible enough, so you don't have to worry about missing a day out of work or forgetting to send updates.

- You can report more work than the planned work and planned overtime work for the proper day.
- You can report time or progress for incoming days or for days in the past, out of the task's time range.
- You can report overtime work even if your project manager did not planned overtime work.
- You cannot create updates out of project's time range. Your updates must be within the start and end date of the project.
- You cannot report %Work complete smaller than 0% or bigger than 100%.

- You cannot report time or progress on an unassigned task or on a Summary task.
- The updates can be created only on work resources.

Updating via Task Usage and Resource Usage Views

After you have opened the project from the shared location you can start making updates. Resource and Task Usage views contain two types of fields:

- General assignment fields in the left panel
- Time phased fields in the right usage panel.

If using collaborative project file you will be able to edit %Work complete in the left panel or Actual Work and Actual Overtime Work (time phased) in the right usage panel.

Indicators Column

By clicking on the icon in the indicators column, you can:

- Reset to referent values – Your updates will be reset to the referent values they had before making any changes;
- Clear all values – All of you updates that you made, but did not saved, will be cleared and you will have the possibility to create new updates;
- Mark assignment as completed – If you finish you task earlier, you can always mark it as completed. This option will not add hours or percent complete to you task, but will notify your project manager that your task is finished.
- Change update method – If you started to update an assignment with %Work complete, the editing fields in the right usage panel will be disabled.

Updating via Task information or Assignment information window

Another way to update an assignment is by using the Task information or Assignment information window. In the Task Information or Assignment information window there is a separate tab Updates. You can choose to update either %Work Complete or Actual Work and Actual Overtime Work by selecting one of the radio buttons.

You can reset your updates with clicking the Reset button, and you can mark the assignment as completed.

In addition, here you can enter a Comment on your update, which will be sent to your project manager.

In order to prepare your updates for saving, you must apply them first, using the Apply button.

Saving pdates

When you are finished updating, all you have to do is to save your updates. You can do that by using the File menu and clicking *Save Updates* ( ) or by clicking the Save button in the Standard Toolbar. When your updates are saved, your project manager can review and accept or reject them.

If this option is disabled, it means that you do not have any newly created updates.

Chapter 4: Seavus Project Search

In this section you will learn:

✓

Introduction

Seavus Project Search is tool for searching through project files created in Microsoft Project (mpp files). If you spend lot of time searching through your mpp files and never knowing if the project file is the one you're searching for, Seavus Project Search is the perfect tool for you. Seavus Project Search is a standalone application which can be installed together with Seavus Project Viewer. It operates like most of the known desktop search applications

How Seavus Project Search works?

Seavus Project Search acts as a meta-search engine for full-text search engines. A search engine usually works in two steps:

- Step 1 - the search engine goes through a designated place and indexes all documents or newly modified documents, including MPP documents, in the background and creates internal data to store indexing result.
- Step 2 - a user specifies some keywords he/she would like to search and the search engine answers the query immediately by looking up the indexing result and responds to the user with all the documents that contains the keywords.

During Step 1, the search engine itself doesn't understand format of a MPP document. Therefore, it looks in windows registry for an appropriate MPP index filter and finds Seavus Project Search.

Seavus Project Search understands MPP format. It filters out embedded formatting and extracts text from the document and return text back to the application.

Benefits from Seavus Project Search

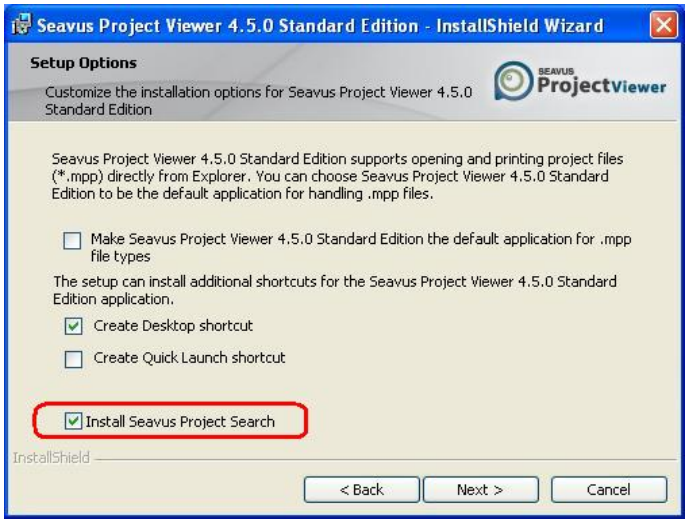
Here is a list of benefits that Seavus Project Search will bring to you:

- Integrates with existing operating system and tools within your company.
- Provides an easy solution to search within mpp files located your computer.
- Increases your ability to accurately locate information.

Using Seavus Project Search

Using Seavus Project Search as a standalone application

You can use Seavus Project Search as a standalone application, or use the functions in Windows Desktop Search or Google Desktop Search. Still, you need Seavus Project Viewer in order to use the application. The application is installed during your Seavus Project Viewer installation. Just select the Install Seavus Project Search check-box.


Seavus Project Viewer 4.5.0 Standard Edition - InstallShield Wizard
Setup Options
Customize the installation options for Seavus Project Viewer 4.5.0 Standard Edition
ProjectViewer
Seavus Project Viewer 4.5.0 Standard Edition supports opening and printing project files (*.mpp) directly from Explorer. You can choose Seavus Project Viewer 4.5.0 Standard Edition to be the default application for handling .mpp files.
Make Seavus Project Viewer 4.5.0 Standard Edition the default application for .mpp file types
The setup can install additional shortcuts for the Seavus Project Viewer 4.5.0 Standard Edition application.
Create Desktop shortcut
Create Quick Launch shortcut
Install Seavus Project Search
InstallShield
< Back
Next >
Cancel

When your installation is finished, you will see the Seavus Project Search icon on your desktop. If you open the application, you'll see a set of functionalities that will ease your search inside project files.

If you want to search all indexed locations, just enter the word you are searching in mpp files in the Search field and click Find. The search results will be displayed on the screen.

You can search a specific location by selecting Choose specific search location radio-button and entering the location path. If the searched location is not indexed, you'll be offered an option to add that location to your index. In addition, you can include all non-indexed locations on your computer to your search (this may slow down your search progress).

Advanced Search

Using the Advanced Search option in Seavus Project Search, you can easily set different filters (by Projects, Tasks, Resources and Assignment) as your search parameters. By simple clicking on the check-box besides the filter name, your search will return a result only if the term you are searching for is located in one of the filtered fields.

Using Seavus Project Search in Windows Desktop Search and Google Desktop Search

Just open your Windows Desktop Search or Google Desktop Search and use it as you normally do. You'll notice that the search is being performed inside your mpp files. The search results returned to you will contain mpp files with the searched term inside them.

Chapter 5: Seavus Project Viewer GApps Integration

In this section you will learn:

✓ The benefits from the GApps integration and how to work with this feature

Introduction

With the Google Apps integration, Seavus Project Viewer users with Google Apps accounts, now have the ability to collaborate with project managers so they will have up-to-date information about the current status of the project tasks and track if all assignments in the project plan are finished on time.

In order to use the benefits resulting from Seavus Project Viewer's integration with Google Apps you must have:

- Seavus Project Viewer with Google Apps feature installed on your computer;
- Microsoft Project and Seavus Add-in for Microsoft Project installed on Manager's Computer;
- Google Apps Premier account

Benefits from Google Apps integration

Since collaboration between the project manager and his team members is essential for successfully running projects, the integration between Seavus Project Viewer, Microsoft Project and Google Apps can be a great tool for reaching this goal.

The Google Apps integration feature in Seavus Project Viewer can help companies to decrease their costs, easily track their projects and have better overview of their projects.

Moreover, you can avoid useless e-mail communication with your project manager.

How it works?

Your project manager creates a project plan using Microsoft Project and assigns you and your colleagues to work on that plan (Contacts from Google Apps can be imported into Microsoft Project's Resource Sheet. Next, using Seavus Add-in for Microsoft Project, he uploads the project plan to Google Docs or Google Sites. In addition, a project calendar in Google Calendar is created and shared with all team members. All tasks from the project plan are added as events in the newly created project calendar. This way, you can receive notifications about your upcoming tasks.

When you want to update progress on a project you've been assigned to, all you have to do is:

1. Open Seavus Project Viewer
2. Log in to Google using your Google Credentials
3. Update task progress in %Work Complete or Actual Work Time
4. Save and submit your updates.

Your updates are saved on the same place where the source project file is located.

When your project manager opens again the project plan, she/he must check if there are any updates available. If there are updates for the project, they can be handled by simple Accepting or Rejecting assignment by assignment, or make a bulk accept or reject on all assignment updates sent from all team members working on the same project. When done with updates handling, the project plan is automatically updated, and the project manager must publish the new project version on the same place.

Creating Updates

If you want to use the Google Apps integration, you must first login to your Google Apps account. You can find the Login form by clicking the Login/Logout to Google Apps on the Google Apps toolbar or Google Apps menu. In the Login form enter your Google Apps credentials and click Ok. You are now logged in to your Google Apps account and can download the latest project versions shared to you by Google Apps.

After logging in, you can open all projects that are shared with you using Seavus Add-in for Microsoft Project.

To view list of available plans and open them in Seavus Project Viewer, you have to select the Projects button ( ) in the Google Apps toolbar in Seavus Project Viewer, or you can

use the top level menu > Tools > Google Apps > Projects. When the Open dialogue appears, just select Google Docs or Google Sites, and a list of projects available shall appear. To open the desired project file, just select the Project Name and click Ok.

At first glance, you will notice that only fields that are opened for editing are the fields (in Task and Resource Usage views) for the tasks/assignments you are assigned to. You cannot create updates for your colleagues.

After you have opened the project file you can easily create your updates by using either the Resource or Task Usage views, or by Task or Assignment information window (in the Updates tab).

You can report time and progress on working days beginning from the start date of the project till the finish date of the project. The updating can be done in %Work complete or Actual Work and Actual Overtime Work.

With Seavus Project Viewer Task Update your project plan is flexible enough, so you don't have to worry about missing a day out of work or forgetting to send updates.

1. You can report progress updates on assignments only for the logged user.
2. You can report more work than the planned work and planned overtime work for the proper day.
3. You can report time or progress for incoming days or for days in the past, out of the task's time range.
4. You can report overtime work even if your project manager did not planned overtime work.
5. You cannot create updates out of project's time range. Your updates must be within the start and end date of the project.
6. You cannot report %Work complete smaller than 0% or bigger than 100%.
7. You cannot report time or progress on an unassigned task or on a Summary task.
8. The updates can be created only on work resources.

Updating via Task Usage and Resource Usage Views

After you have opened the project from Google Docs or Google Sites you can start making updates. Resource and Task Usage views contain two types of fields:

- General assignment fields in the left panel
- Time phased fields in the right usage panel.

If you are assigned to a project, which has been shared through Google Apps, you will be able to edit %Work complete in the left panel or Actual Work and Actual Overtime Work (time phased) in the right usage panel. Just enter the value for your update in the appropriate field. If you enter bigger value than the one your project manager has planned, the excess hours will be reported as overtime work.

Indicators Column

By clicking on the icon in the indicators column, you can:

- Reset to referent values – Your updates will be reset to the referent values they had before making any changes;
- Clear all values – All of you updates that you made, but did not saved, will be cleared and you will have the possibility to create new updates;
- Mark assignment as completed – If you finish you task earlier, you can always mark it as completed. This option will not add hours or percent complete to you task, but will notify your project manager that your task is finished.
- Change update method – If you started to update an assignment with %Work complete, the editing fields in the right usage panel will be disabled.

Updating Via Task Information or Assignment Information Window

Another way to update an assignment is by using the Task information or Assignment information window. In the Task Information or Assignment information window there is a separate tab Updates. You can choose to update either %Work Complete or Actual Work and Actual Overtime Work by selecting one of the radio buttons.

You can reset your updates with clicking the Reset button, and you can mark the assignment as completed.

In addition, here you can enter a Comment on your update, which will be sent to your project manager.

In order to prepare your updates for saving, you must apply them first, using the Apply button.

Saving Updates

When you are finished updating, your progress on the assignments assigned to you, all you have to do is submitting your updates. You can do that by using the top level menu, Tools > Google Apps and clicking *Submit Updates* or by clicking the Submit Updates ( ) button in the Google Apps Toolbar. When your updates are saved and submitted, your project manager can review and accept or reject them. You can always check your update's status on the next project file opening. If your updated cell is yellow, this means your update is still pending; and red color means your update has been rejected.

Using Seavus Project Viewer and Seavus Add-in for Microsoft Project, team members are always in control of their updates and can view changes on the project plan in seconds. This functionality enables them to be a more valuable participator in the project execution process.

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